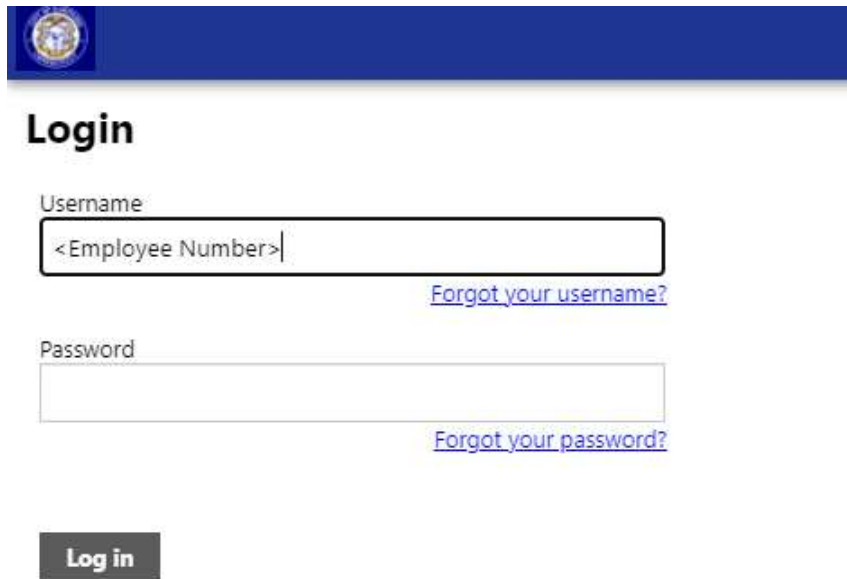


1. Entry screen > Hit Forgot your password



The screenshot shows a login interface with a blue header bar containing a circular logo on the left. Below the header, the word "Login" is displayed in a large, bold, black font. There are two input fields: "Username" and "Password". The "Username" field contains the placeholder text "<Employee Number>". To the right of the "Username" field is a blue link that says "Forgot your username?". To the right of the "Password" field is a blue link that says "Forgot your password?". At the bottom left, there is a dark grey button with the text "Log in" in white.

Username

<Employee Number>

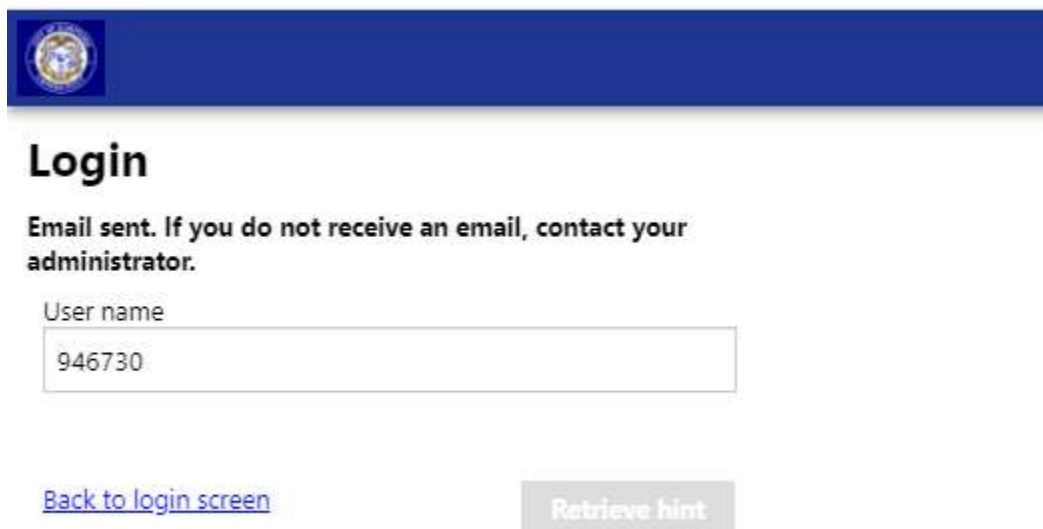
[Forgot your username?](#)

Password

[Forgot your password?](#)

Log in

2. Username : Please enter your employee number and hit Retrieve Hint.



The screenshot shows a login interface with a blue header bar containing a circular logo on the left. Below the header, the word "Login" is displayed in a large, bold, black font. Below "Login", there is a message in bold black text: "Email sent. If you do not receive an email, contact your administrator." Below this message is a "User name" label and an input field containing the number "946730". At the bottom left, there is a blue link that says "Back to login screen". At the bottom right, there is a grey button with the text "Retrieve hint" in black.

Login

Email sent. If you do not receive an email, contact your administrator.

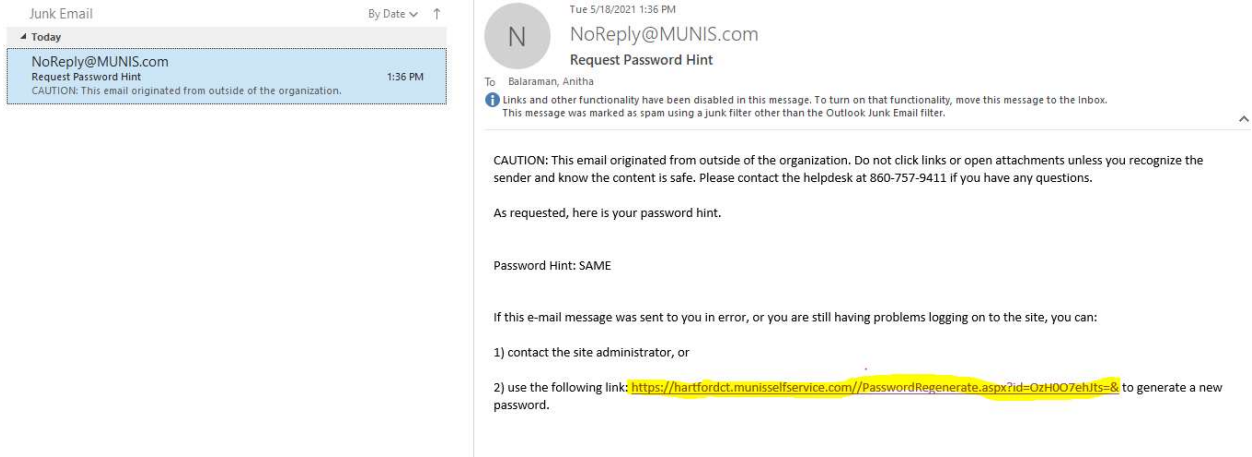
User name

946730

[Back to login screen](#)

Retrieve hint

3. An email will be sent to your personal/work email as shown below. Click the link from the email to reset password.



4. Hit Submit



Password Regeneration

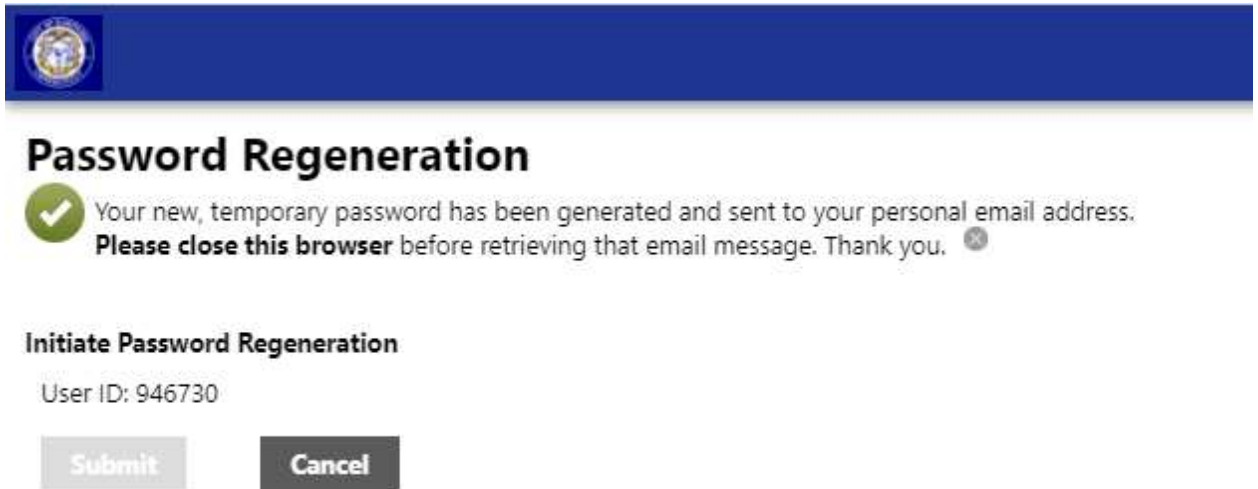
 When you click the Submit button, a new, temporary password will be generated and sent to your personal email address. Upon first usage of the newly generated password, you will be prompted to change it.

Initiate Password Regeneration

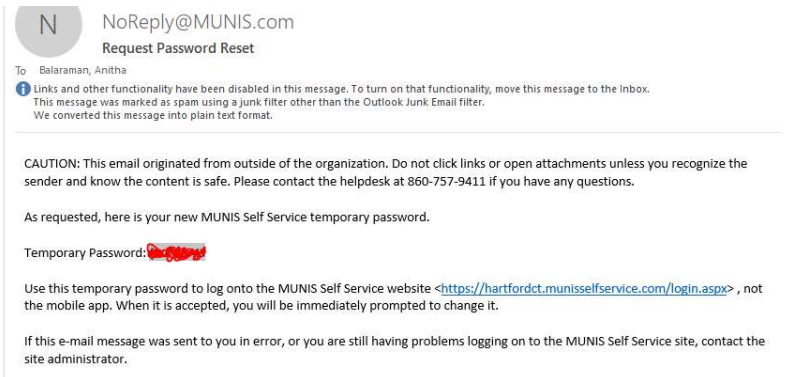
User ID: 946730

SubmitCancel

5. It sends another email as shown below



6. Email with temporary password



7. Login with self service with temp password and it allows you to reset as shown below.
Current password is 'temporary password' from the email.

Login

Before proceeding you must change your password.

New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.

Current password

New password

Password strength

Acceptable

Confirm new password

New password hint

Same

Change

Cancel

8. Hit change



Login

Your password has been successfully changed.

Continue

If you have encounter any issues with logging in, contact the MHIS helpdesk at (860) 757-9411