	Title: Forgotten Password on sask.staffscheduling.ca Role performing Activity: All Users		
WORK STANDARD	**Location:** sask.staffscheduling.ca		**Department/Unit: HR Systems and Analytics**
	Document Owner: HR Systems		**Date Prepared:** May 30, 2023
	Last Revision:		**Date Approved:**
	Related Policies/Documentation		

Work Standard Summary: How to log on to sask.staffscheduling.ca when a password is not working.

	Essential Tasks:
1.	Go to sask.staffscheduling.ca and click on the "I Have Forgotten My Password" link at the bottom: **Please Log In** Please enter your employee number (as it appears on your pay stub) and your password. Employee Number: Password: Submit Don't have an account? Register Here For additional information please click on Help. I Have Forgotten My Password

2.	Fill in the required fields and click "Send Email"
	Forgotten Password
	Please enter your email, and we will send you a link to reset your password.
	Employee Number *
	1234567
	Email *
	jane.doe@email.com
	Email confirm *
	jane.doe@email.com
	Send E-mail
3.	This message will appear:
	Password Reset E-mail Sent
	An e-mail with further password reset instructions has been sent to you at Jane.Doe@email.com
4.	Log in to this email account and open the email, click on the link at the bottom:
	Hi JANE DOE
	Please click the link below to reset your password.
	https://www.staffscheduling.ca/users/password/reset/8d0NmldhTgcU4zQ61NKAlhK5h21en4EugOg04g
	Regards,
	Staff Scheduling Team
5.	The website will take you to a password reset page. Please fill in the required fields and click "Set Password"
	Reset Password
	JANE DOE, please create a new password
	Employee Number *
	New password *
	Confirm password *
	Set Password

6.	The following message will display if you are successful. Please click the "Please Log In" link; resume using sask.staffscheduling.ca as normal.
	Password Successfully Reset Your password has successfully been reset. Please Log In.