

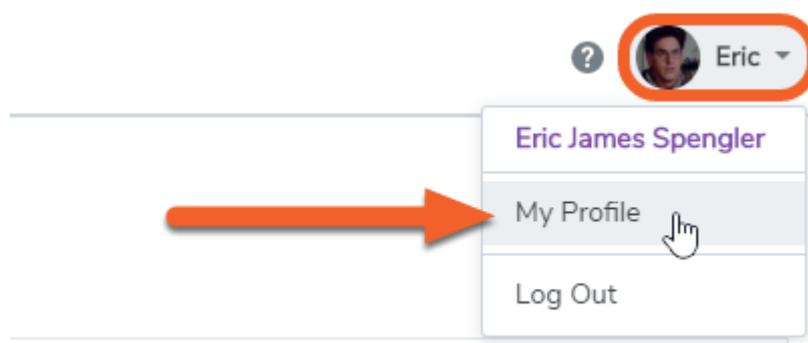
# Reset your password from your profile page

You can reset your password anytime from your **Profile** page in TimeForge. This guide will show you how.

**⚠** If you can't log in, you'll need to contact your manager unless you have a [secret question and answer](#) set up. If you have a secret question and answer, you can use TimeForge's built-in [password reset utility](#).

## Navigate to your personal profile

While logged in, **click on your name** in the upper right corner of the screen, then select **My Profile**.



## Click the "Change my password" link

You'll find the link near the middle of your profile.

## My Profile

Recommend TimeForge to a friend or [Access TimeForge on Facebook](#)

Personal Alerts iCal / RSS My Scheduled Reports

My Picture  
  
Upload Remove

TimeForge Id: 89896890 ?

My Last Name \* Spengler ?

My First Name \* Eric ?

My Middle Name James ?

My Email egon@nmginc.com ?

My Cell Number 555-555-55 ? Test Text

Do you want your username to be your email address? No ?

My Username \* ericspengler ?

[Change my password](#)

## Enter your new password twice

In the text fields that appear, enter and confirm your new password.

 Secure passwords are at least 6 characters long and contain both letters and numbers.

## My Profile

Recommend TimeForge to a friend or Access TimeForge on Facebook

Personal Alerts iCal / RSS My Scheduled Reports

My Picture  Upload Remove

TimeForge Id: 89896890 ?

My Last Name \* Spengler ?

My First Name \* Eric ?

My Middle Name James ?

My Email egon@nmginc.com ?

My Cell Number 555-555-55 ? Test Text

Do you want your username to be your email address? No ?

My Username \* ericspengler ?

Do not change my password

New Password \*  ?

Confirm Password \*  ?

- i** If you change your mind, you can click the "Do not change my password" link just above the text fields.

## Click the save button to save your new password

**TimeForge Configuration**

Display the  view by default.

Display times in report  format.

What will be the default side navigation view?

Would you like to customize your dashboard at each location?

**Save My Settings** **Cancel**

The system will inform you if your settings are saved successfully.

 Want to make sure you're never locked out due to a lost or forgotten password? Set up your [secret question and answer](#) from your profile page, too.