

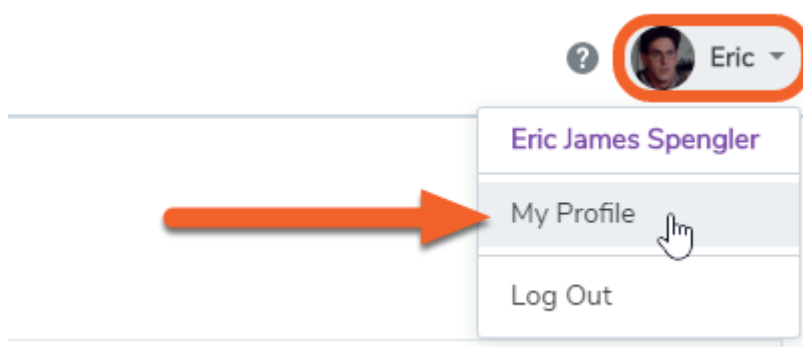
# Reset your password from your profile page

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

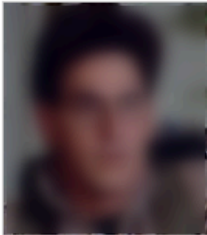
You'll find the link near the middle of your profile.

## 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

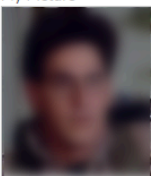
Personal

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Upload Remove

TimeForge Id: 89896890 ?

My Last Name \*

Spengler ?

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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 

Daily View ▾

 view by default.

Display times in report 

am/pm ▾

 format.

What will be the default side navigation view? 

Full view ▾


Would you like to customize your dashboard at each location? 

No ▾

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.