



# Job Aid: HR-40 Employee resetting password

Last Update: 7/21/21



## Document Version History

Date	Version #	Comments
05/17/2022	<b>1.0</b>	<b>Initial Version</b>

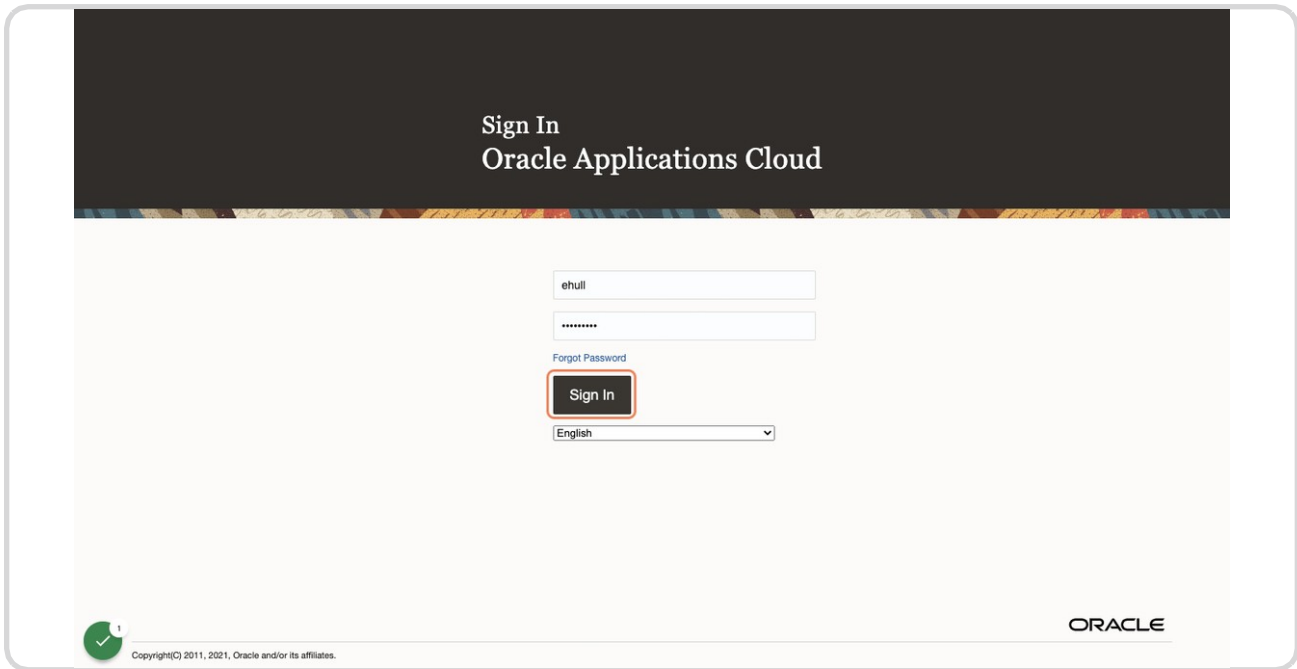
## Pre-Requisites/ Job Descriptions

**This job aid is applicable to the following Oracle Cloud job descriptions:**

ID	Description
1	Employee

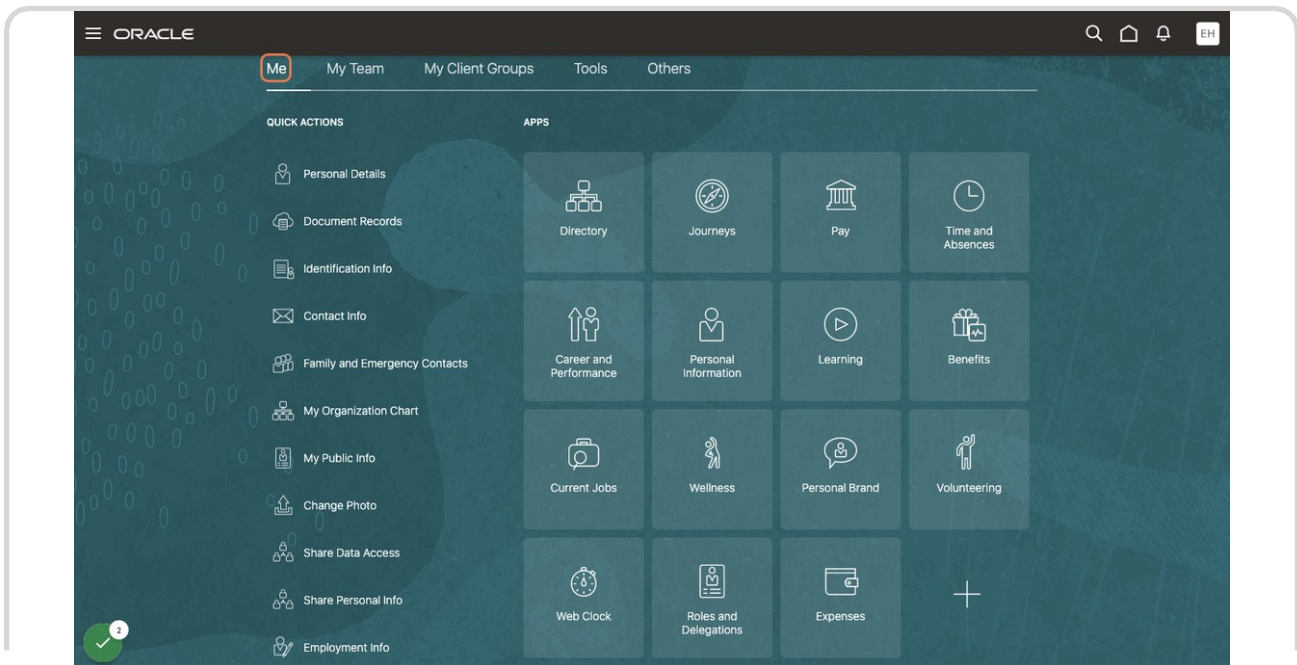
STEP 1

Click on "Sign In"



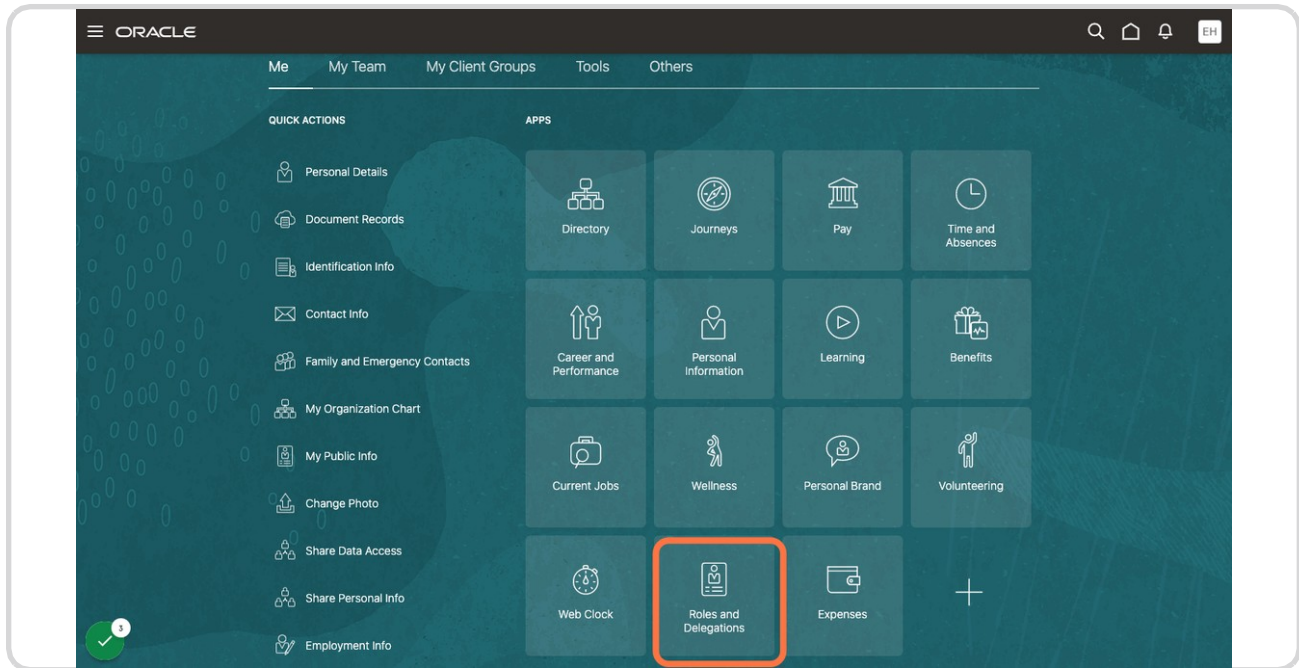
STEP 2

Click on "Me" tab



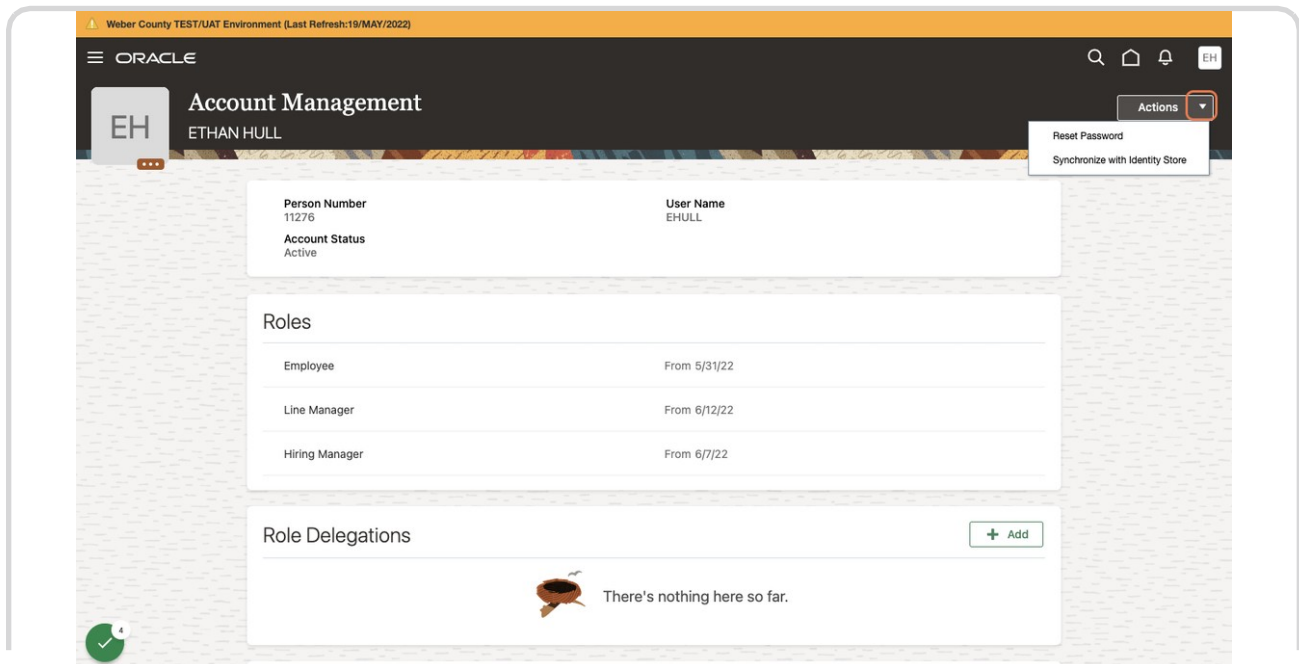
STEP 3

Click on the tile “Roles and Delegations”



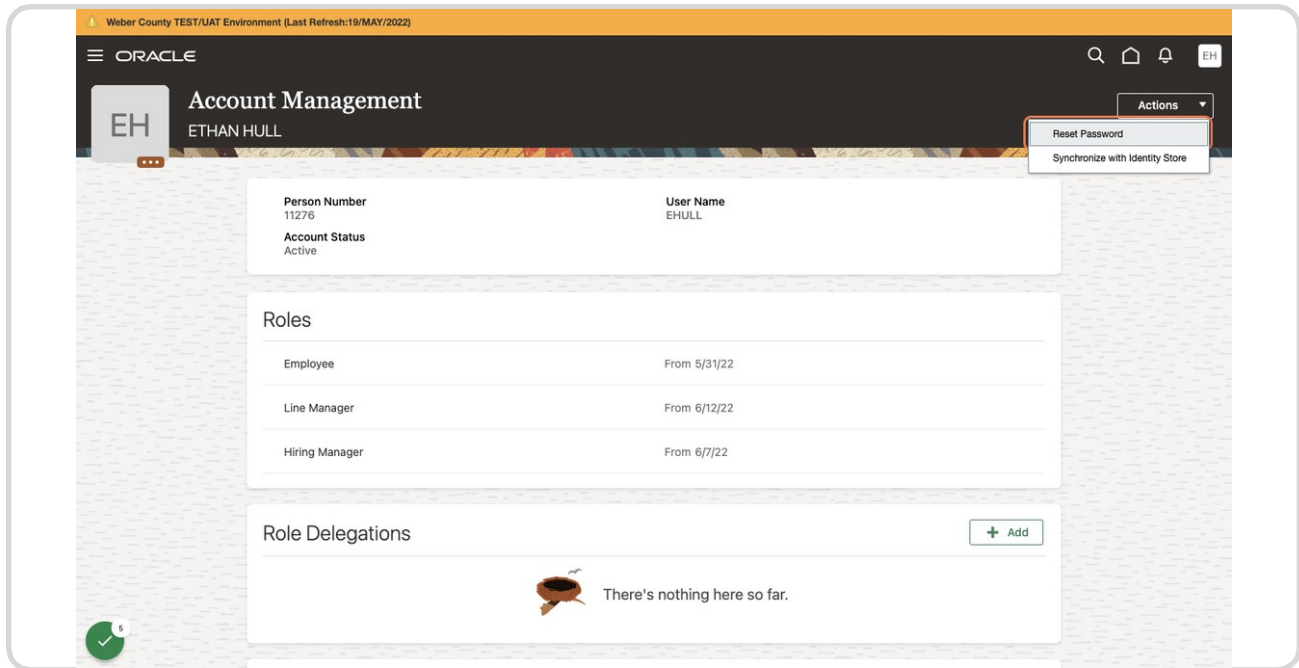
STEP 4

Click on drop down under “Actions”



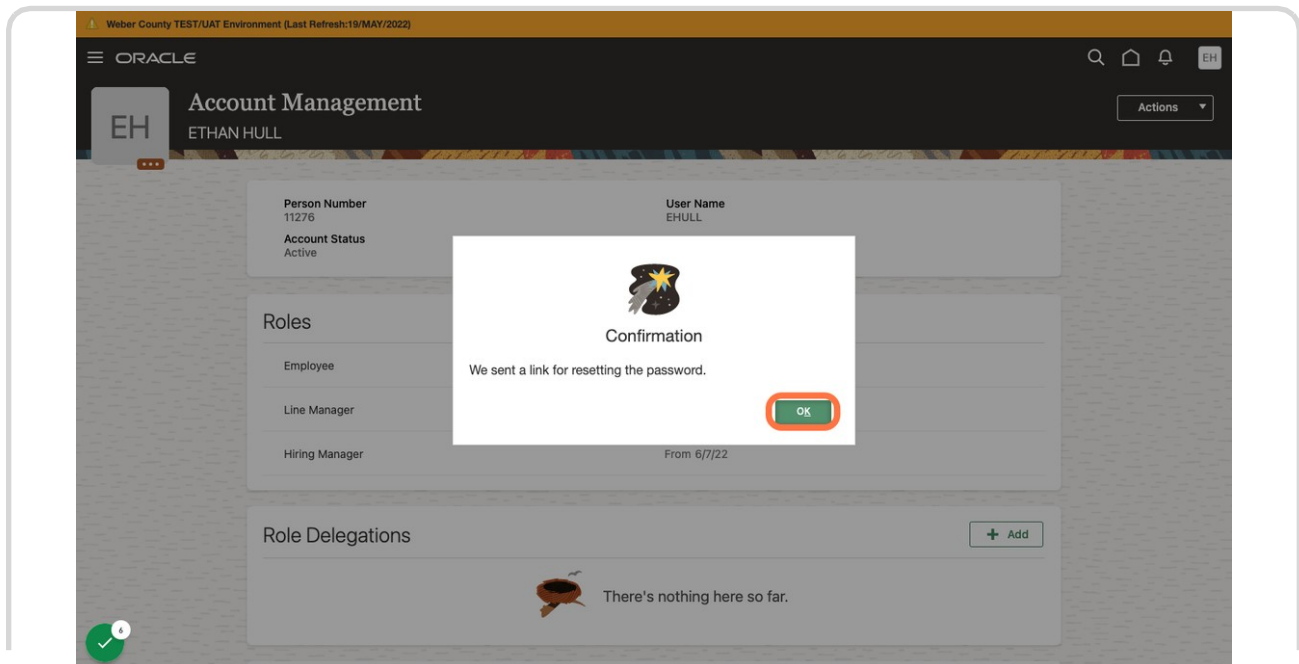
STEP 5

**Click on “Reset Password”**



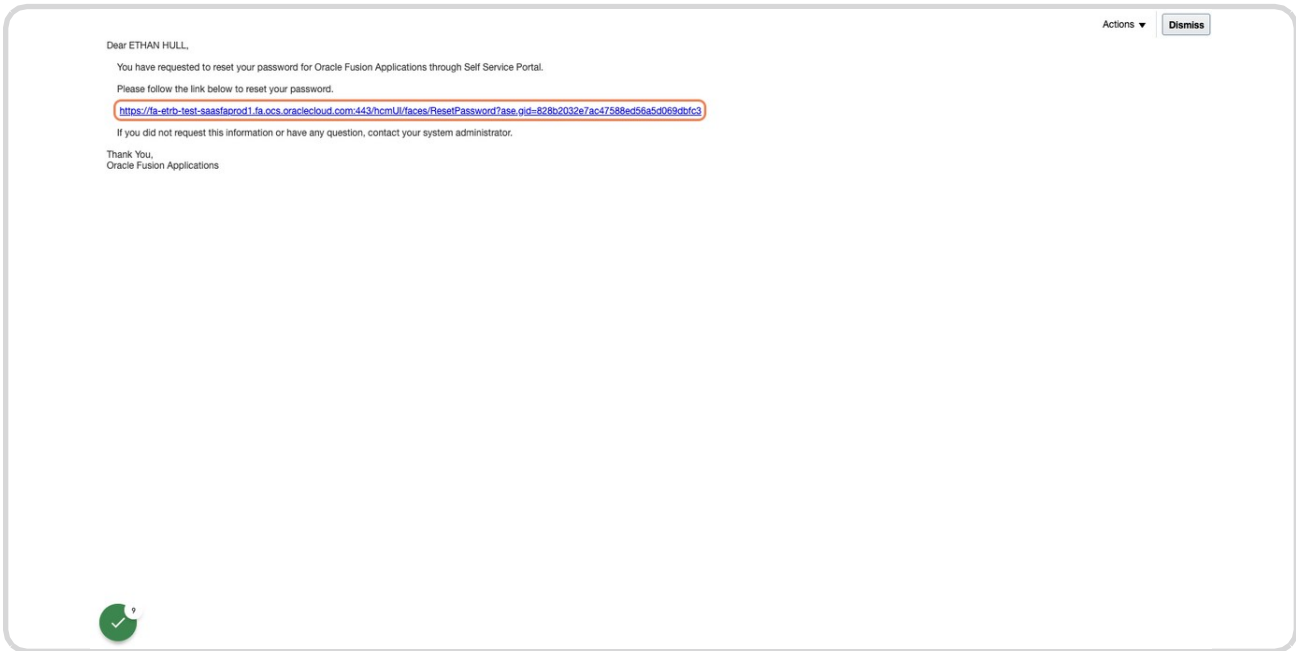
STEP 6

**A confirmation window appears. Click on OK**



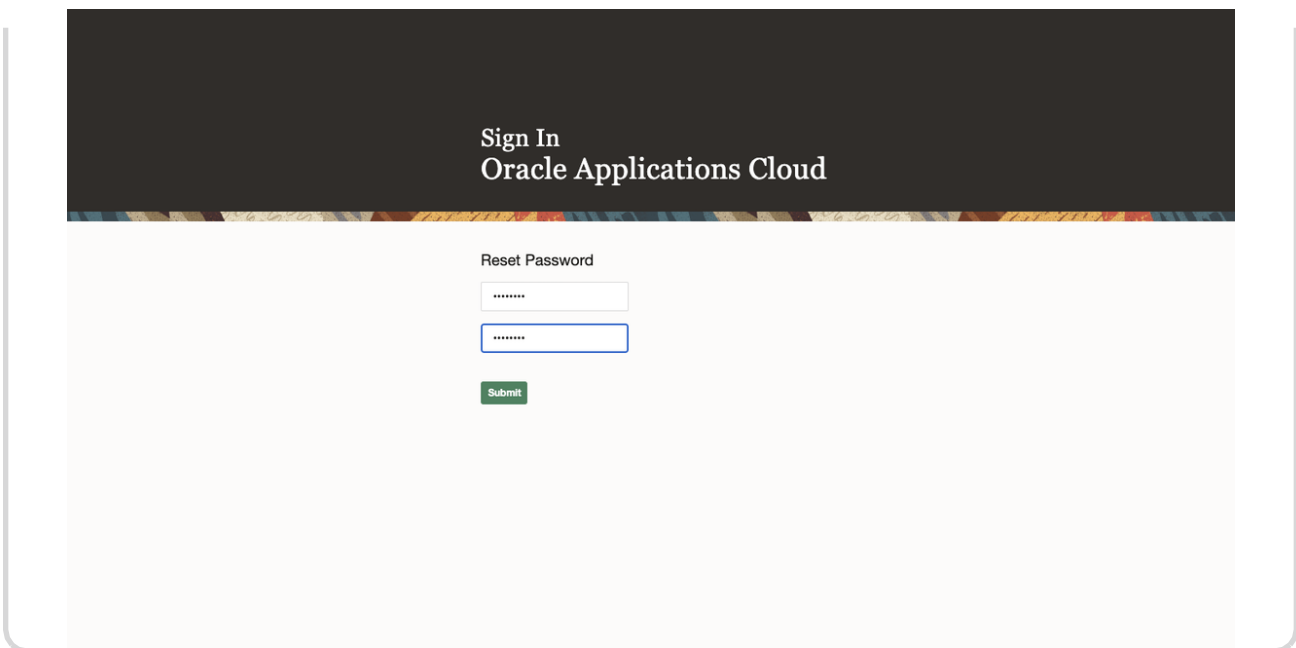
### STEP 7

**Application will trigger an email for Password reset. Click on the link in your email.**



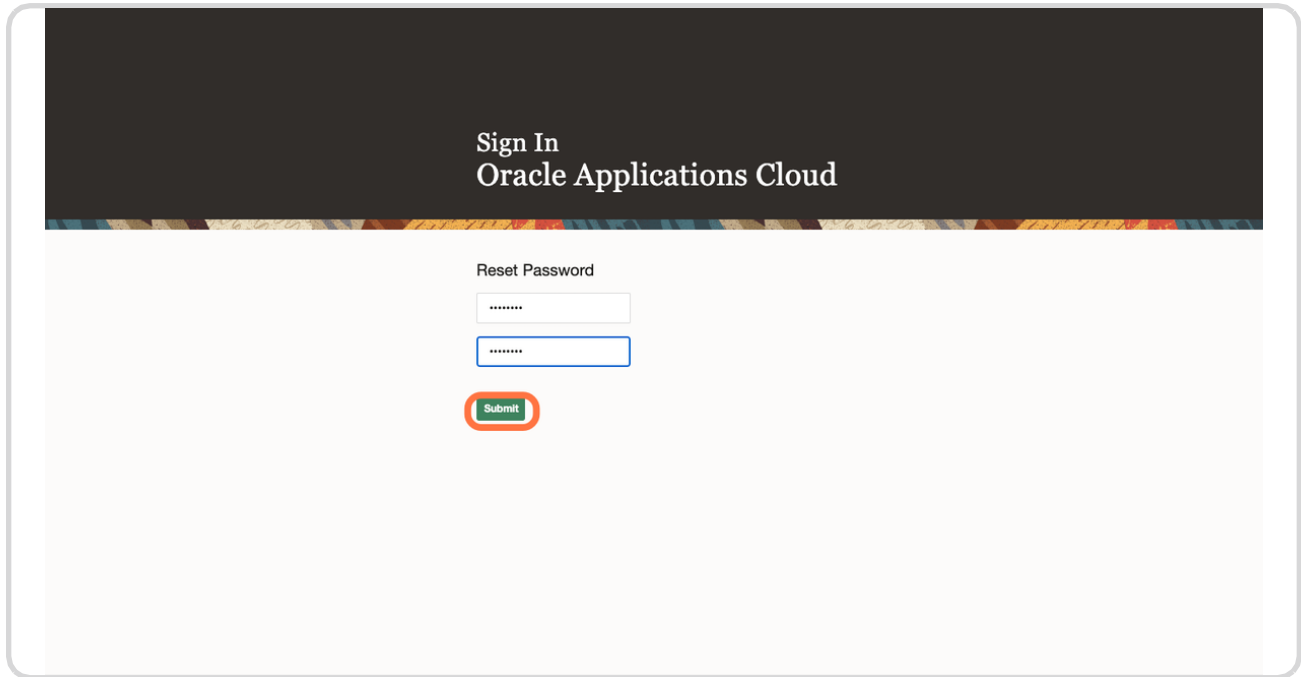
### STEP 8

**Enter the new password and confirm the password.**



STEP 9

**Click Submit.**



STEP 10

**You will get another email confirming that the password has been changed.**

