

## Resetting an Employee Password

### Step 1:

Go to Employee's Folder



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### Steven Fleming's Employee Folder

|   |      |
|---|------|
| Employee Information  | Edit |
| <b>Contact Information</b><br>1309 30th ave<br>Kenosha, WI 53144<br>2629608735<br>s.fleming3434@yahoo.com |      |
| <b>Division</b><br>BK #10213  |      |
| Select an Action to Take  |      |

### Step 2:

Click on the "Edit" button above in line with "Employee Information." The following screen will appear:

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Last Logged In: 6 months ago

First Name: Steven

Last Name: Fleming

Email Address: s.fleming3434@yahoo.com

Account Information

Division: BK #10213

Username: CEL10213MCGMAppn

New Password: [Enter a new password only if you wish to change the current password]

Confirm Password: [match the text entered in the password box]

### Step 3:

Type in an easy password such as – burger6 or whopper7 or dinner8 (Must be 7 characters minimum with at least one letter and one number). Type in the New Password and Confirm Password fields.

### Step 4:

Scroll to the bottom of the page where you will see the "Update" button on the bottom right:

Select the Forms You Would Like to Make Available to the Employee  
The designated division's default forms have already been selected

- Action Plan  
This form is designed to be printed out and filled by hand.
- Background Check Authorization (ADP)  
Background check authorization (ADP)
- Counseling Record  
This form is designed to be printed out and filled by hand.
- Direct Deposit/Pay Card Enrollment  
Allows the employee to choose between direct deposit and pay card as a method of payment.
- Emergency Contact Information  
A list of a new employee's emergency contacts and their information.
- Employee Termination  
Information about employee's termination.
- Health Enrollment


Sort By Name check/uncheck all

you can also update other roles for this employee Manage Other Roles

**Update**

### Step 5:

Click the "Update" button and at the top a green bar will tell you your changes have been updated/saved.



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## CAVE Enterprises, LLC - Edit Employee Account

Select a Different Employee

✓
The account for Steven Fleming has been updated