

The HR Service Centre



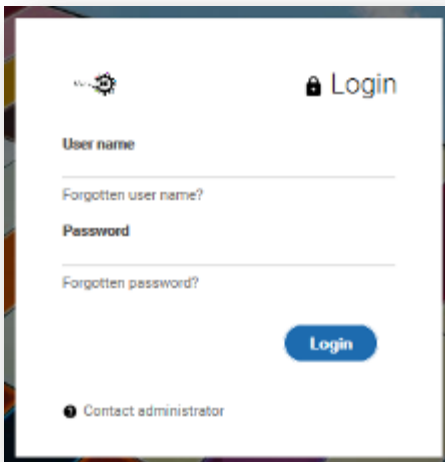
Logging in to YourHR for the First Time.

Contents

1. Logging in for the First Time to YourHR

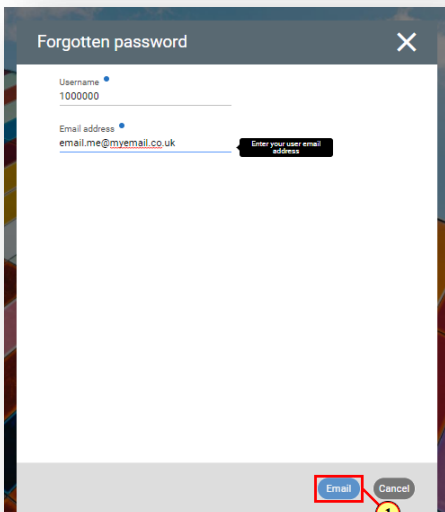


This guide will help you access YourHR for the first time, more guidance is available on the homepage of YourHR.



1. Using the link from your 'Welcome to YourHR' email copy and paste the link in to a web browser or click on the link directly from the email.

When YourHR opens, click on '**Forgotten password?**'



2. Click '**Username**' and enter your employee (payroll) number.

3. Enter your '**Email address**'.

4. Click '**Email**'. This will send an email containing a link to reset your password.

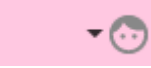
Please note: This link will expire after 6 hours.

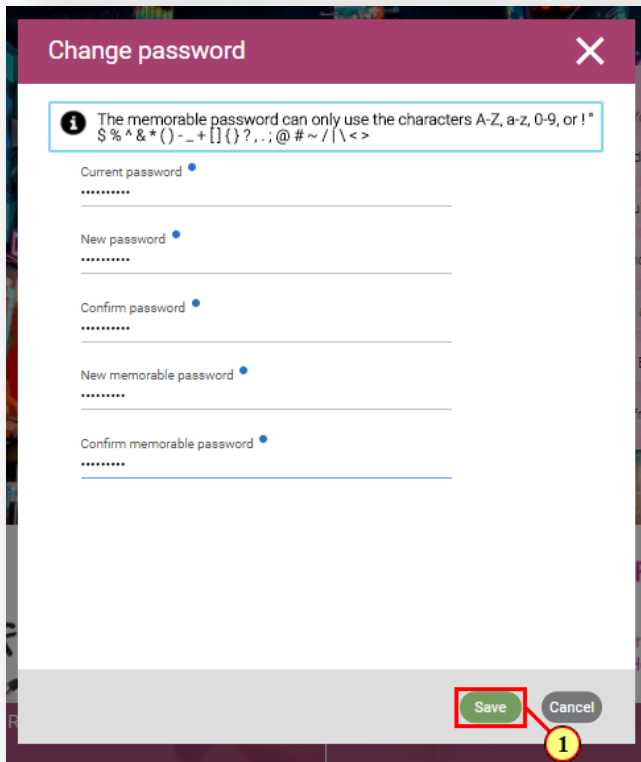



You will now received an email containing a link for you to reset your password. Please follow the instructions within the email and create a password for YourHR.

Once you have completed the steps within the email and have reset your password and will be on YourHR's homepage.

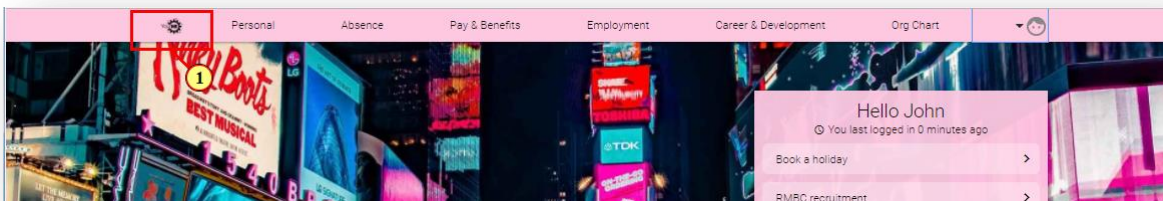
You will need to now add a memorable word (known as a memorable password) that is different to your log in password, to ensure your access remains secure.


5. Click  which will allow you to access your account details, followed by 'Change password'
6. Enter your 'Current password' this is the password you created earlier.

A screenshot of the 'Change password' form. The form has a title bar with 'Change password' and a close button. Below the title bar is a blue information box containing a warning icon and text: 'The memorable password can only use the characters A-Z, a-z, 0-9, or !" \$ % ^ & * () _ + [] { } ? , . : @ # ~ / \ < >'. The form contains five input fields: 'Current password', 'New password', 'Confirm password', 'New memorable password', and 'Confirm memorable password'. At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'. A red box highlights the 'Save' button, and a yellow circle with the number '1' is placed next to it.

7. For security reasons you will now need to enter a 'New password'
8. Enter your new 'Password' again to confirm.
9. In 'Memorable password' enter a memorable word (this will be different to your password used to log in).
10. You may want to use information such as:
 - The place you were born
 - The name of your first pet
 - The make of your first car
11. Re-enter your 'Memorable password' to confirm.
12. Click .

13. At any point you can select 'YourHR' to return to the homepage of YourHR



	<p>Thank You for viewing 'Logging in to YourHR for the First Time.'</p> <p>This user guide outlined how to access YourHR for the first time, more guidance is available on the homepage of YourHR.</p>
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