## **Employee Reset Locked User Account**

How to reset your locked account.

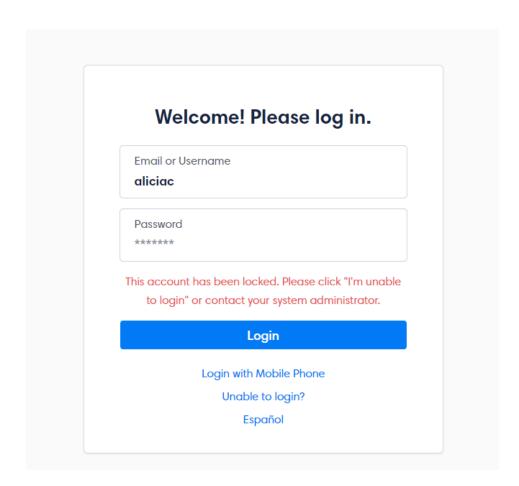
### Notes:

 You will receive two warnings before the system locks your account. Before another attempt, use the Unable to Login? or contact your administrator to Reset User Password.

#### Procedure:

If you attempted login too many times and locked your account:

# The Sample Company



## OPTION 1

1. Continue to Reset User Password.

## OPTION 2

- 1. Contact your Company Administrator.
- 2. Company Administrator unlocks your account and provides a temporary password.
- 3. Continue to **Reset User Password**.