

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

Welcome! Please log in.

Email or Username

aliciac

Password

This account has been locked. Please click "I'm unable to login" or contact your system administrator.

Login

[Login with Mobile Phone](#)

[Unable to login?](#)

[Español](#)

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**.