Resetting Passwords in eTimesheets

This document includes instructions for how to reset your password in the eTimesheets system.

Please note that to reset your password, you must already have set up an eTimesheets account. To learn how to set up an eTimesheet account, click here.
Step 1. Go to the eTimesheets Website

- Go to the eTimesheets Website at: https://timesheets.tempusunlimited.org/users/sign_in
- Click **Forgot your password?**
Step 2. Enter Your Email

You will be taken to the 'Forgot your password' page

1. Enter the email address you used with the eTimesheets system

2. Click Send me reset password instructions
Step 3. Check Your Email

- You will get an email within a few minutes from TempusETimesheets@annkissam.com with the subject line: “Reset password instructions”

- This email will ask you to set up a new password. Click the **Change my password** link in the email

*Note: The link to reset your password is only active for 6 hours. If you are unable to set a new password within 6 hours, you will need to request a new reset link by following steps 1 & 2 again*
Step 4. Make a New Password

After clicking the link in your email, you will be taken to the “Change your password” page

1. Enter a new password that is **at least 8 characters long**

2. Type your new password again in the **Confirm new password** field

   *Note*: The new password and confirmation password must match exactly

3. Click **Change my password**

Your password is now successfully changed, and you can login to eTimesheets!