



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?**

Log In

Email

Password

Remember me

Log in

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**

Forgot your password?

Please enter below your email address that is registered with this system:

 1

2

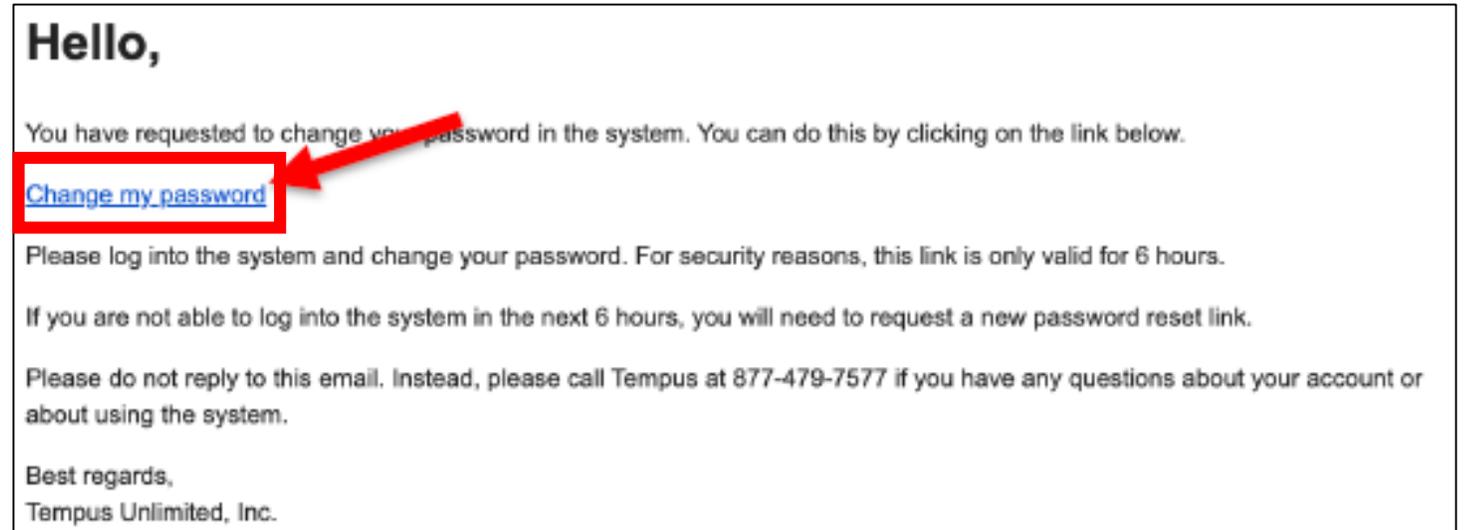
[Log in](#)



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!

A screenshot of a web form titled "Change your password" is shown within a black border. The form has a light grey header with the title. Below the header, there are three main sections: "New password" with a subtext "(8 characters minimum)", "Confirm new password", and a "Change my password" button. Each of these three sections is enclosed in a red rectangular box. To the right of each red box is a blue circular icon containing a white number: "1" for the first field, "2" for the second, and "3" for the button.