



FAQ

[Home](#) / [FAQ](#) / How do I re-set an employee's myWorkforce password?

How do I re-set an employee's myWorkforce password?

If any employee wishes to re-set their myWorkforce password, they can do so in a few different places: [myWorkforce.me](#) and the myWorkforce app:

myWorkforce.me

Employees can re-set their password via the **Forgot Password?** link located below the login fields.

Sign in to your MyWorkforce account

User name

Password

Customer

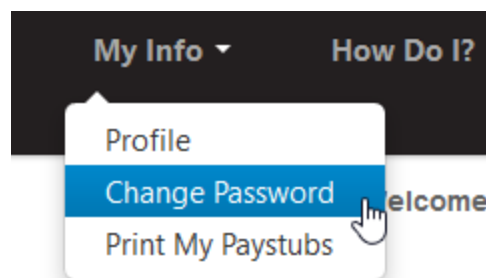
Sign in

Remember me [Forgot password?](#)

Compeat

A re-set link will be sent to the email on file, and is valid for 2 hours. If the employee does not re-set their password within that time, they must request a new link.

They can also change their password within myWorkforce.me. Simply go to **My Info > Change Password**. Employees must enter their current password before entering and confirming a new password. Passwords are case-sensitive

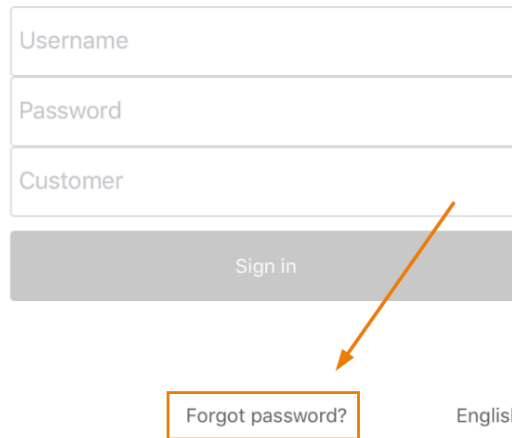


myWorkforce App

Employees can similarly re-set their password via the myWorkforce app by selecting the **Forgot Password?** link located beneath the login fields.

compeat™

myWorkforce



Username

Password

Customer

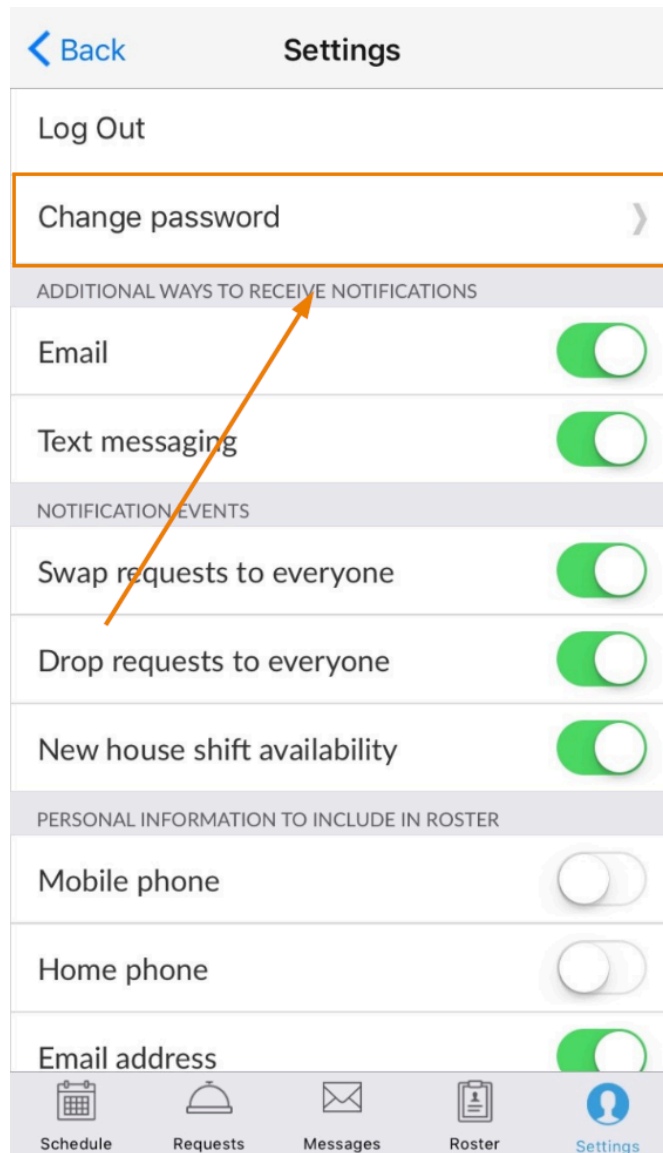
Sign in

[Forgot password?](#) English

A re-set link will be sent to the email on file, and is valid for 2 hours. If the employee does not re-set their password within that time, they must request a new link.

They can also change their password within the myWorkforce app. In the app, they can select **Me** in the lower-right corner of the screen, and choose **Settings** from the options provided. The second choice on the Settings page is **Change Password**.

Simply go to **My Info > Change Password**. Employees must enter their current password before entering and a new password. Passwords are case-sensitive.



Compeat Labor

If an employee is unable to re-set their password, or if you wish to manually re-set it for them, you can do so via the employee record. Go to **Labor > Employees > Employees** and click the blue arrow to the far right of the employee record.

compeat workforce Schedule Labor #4 - Windy

employees

Search Winslow Current Entity Only Active Only

Name	Employee ID	Status	Staff Type
Norah Winslow	500	Active	Payroll Employee

20 items per page 1 - 1 of 1 items

On the **Employment Info** tab, locate the **myWorkforce** section in the lower right-hand corner. You can use **Generate Password** or **Create Custom Password** to re-set the password for the employee. If you wish, you can print a **PDF** copy of their login credentials, or **Share Credentials** via email and/or text (provided the employee has elected to receive notifications).

compeat workforce Schedule Labor #4 - Windy

employment info

Norah Winslow | 500

Employee

Staff Type: Payroll Employee

Status: Active

Class: Part-time

Type: Hourly

CC Tips: Paid Out Withheld

Pay Frequency: Bi-Weekly

External ID:

Has I-9 Eligible For Re-Hire
 EEOC Self Reported Non-resident Alien
 Owner Officer
 Emancipated Minor Health Insurance Available
 Meal Waiver Break Waiver
 Qualifying Health Plan

Dates

Hire Date: 4/28/2017

Next Review: 5/1/2018

Last Raise: 4/28/2017

Termination:

LOA Start:

LOA End:

401K Eligibility:

Rehired:

myWorkforce

Alert by Email Alert by Text

Manager User:

or

or

Once done, click **Save**.

Was this Helpful?

Why doesn't this credit memo show in my payment batch?

Why is there an asterisk next to the items on my Inventory Count Variance Report?

How do I view which vendors are receiving a 1099 for this tax year?

How do I make a vendor a 1099 vendor?

How do I make an vendor's invoice with a different 1099 box type than the default?

I am trying to import vendor files but Compeat says the directory doesn't exist. What do I do?

Items aren't auto-populating when I place orders. What do I do?

I get a catch weight error when importing invoices. What do I do?

What kind of barcode scanner can I use for mobile inventory counts?

I get a sales tax error when importing invoices. What do I do?

How do I fix an item that was matched incorrectly on an invoice or order guide import?

Learn More

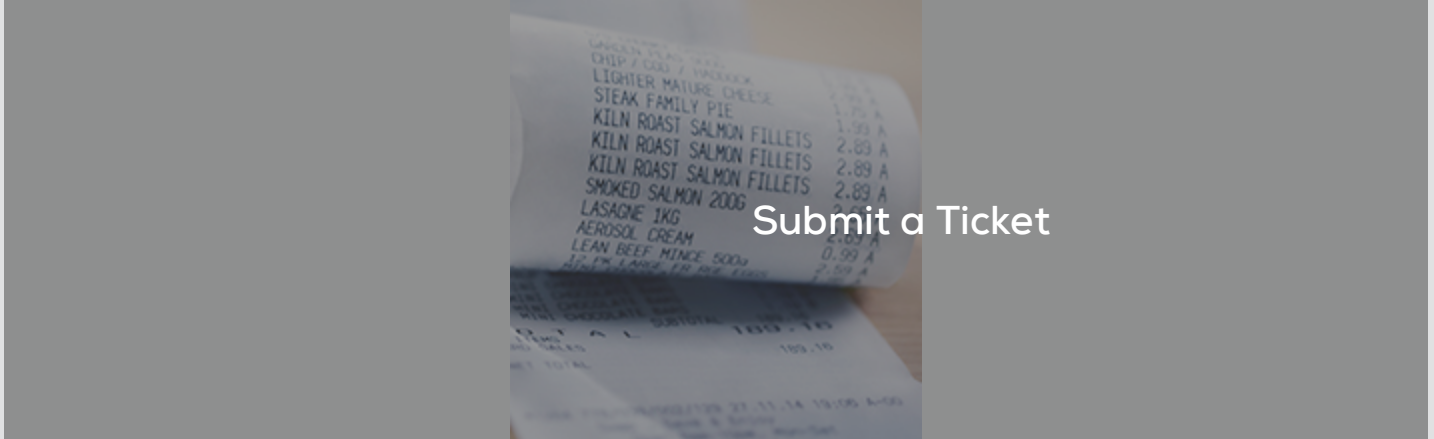


System Status

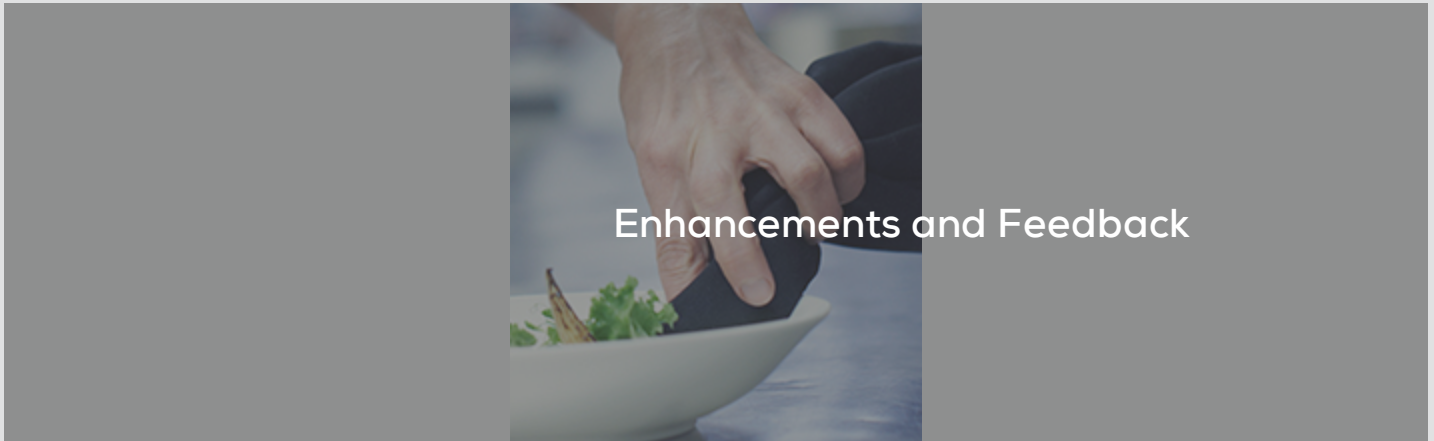


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