Resetting an Employee's Password

From your Dashboard, go to **My Employees > Employee Maintenance > Reset Password**

1. Click the 👥 (View List of Employees) button to the look up the employee who needs their password reset.
2. Click the 🚩 button next to the employees name who needs their password reset.
3. Be sure you check the **Unlock** check box:

4. Click **RESET PASSWORD** in the top right
5. You will receive confirmation that the password has been reset:

    a. The employees password will be reset back to their Social Security Number
      b. The employee will be force to change their password upon first login

Only complete this next step if the employees does not have access to either the Text Message, Phone, or Email they previously set up. Once you complete this step all "Remembered" computers will be forgotten and the employee will have to authenticate all terminals again.
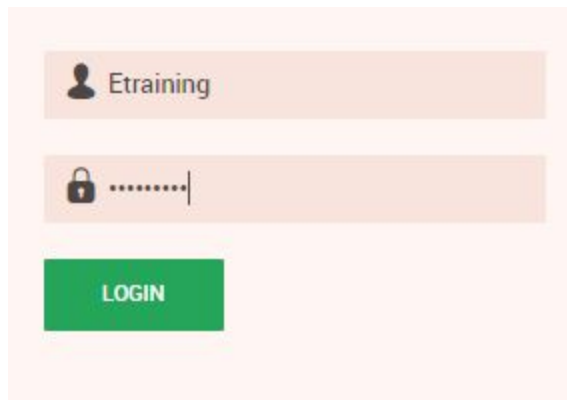
1. Go to **My Employees > Employee Information**
2. Click the 📇 button next to the employee who needs their Virtual Code Settings reset.
3. Click the **CLEAR VIRTUAL CODE SETTINGS** button in the "Account Information" section, then click OK:

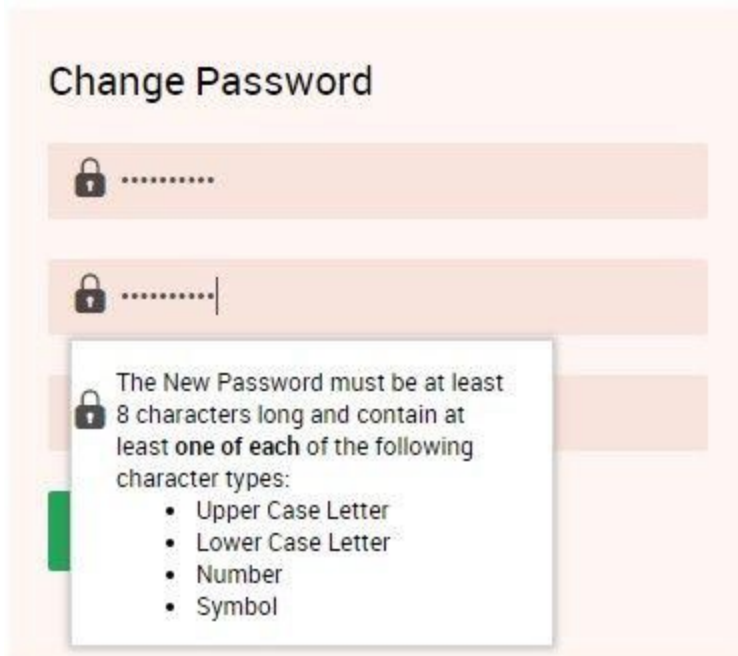Please confirm to clear virtual code settings for this account.

Employee's Logging in for the First Time or with a Reset Password

1. Be sure to close your internet browser completely (ALL windows) before logging in after a reset due to locking your account
2. Go to yourpayrollhr.com/ta/RCS01.login
3. Login using your username and password:
   a. Your username will be your {First Initial}{Last Name}, ie John Smith = JSmith
      i. There are some exceptions to this rule, please contact HR if you have any issues
   b. Upon first login, your password will be you social security number (no dashes; XXXXXXXXX).

4. Reset your password **Be sure you review the minimum requirements**:

You will only be asked to Configure Virtual Code Settings if it is your first time logging in OR you have requested them to be reset

1. Once you click "Change" it will have you Configure Virtual Code Settings:

Configure Virtual Code Settings

Please verify that your contact information below is correct.
If it is incorrect, enter in a valid Mobile, Phone and/or Email in
order to receive a token code for future login.

At least one of the three methods below is required. As a
best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone
number entered will be shared with a third party to transmit a
multi-factor authentication token.

T Text Message #

Voice Phone #

Email

SAVE

      a. Fill out as many fields that are applicable to you - Text Message does work best, but on occasion carriers may clog automated text messages so it is always good to have multiple options

      b. Be sure you fill out the phone number in the XXXXXXXXXX format - do not include ( ) or -

2. Once you click save, you will login in to the system.
3. Log out instantly so you can verify this computer
4. Log back in with your new credentials:

Etraining

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LOGIN

You will only be asked to validate NEW, terminals you did not select you "Remember", or id you had asked to reset your Virtual Code Settings

5. Once you login, you will have to validate this computer:

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

#1 ill need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods: ◉ Text Message ○ Voice ○ Email

Text message will be sent to: ******6911

SEND T **#2** ESSAGE

🔑 Enter Code **#3**

#4 ✓ By checking this box, the system will not require the try of a code from this browser and computer with ch login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE

#1: Select the method in which you wish to receive your Code

#2: Click the "Send Text Message" (or Make Call/Send Email/Send Text Message)

#3: Enter the Code you receive

#4: Check the tick box to ensure this computer is remembered (as long as you login once every 30 days)

6. Click Continue and you will be logged into the system