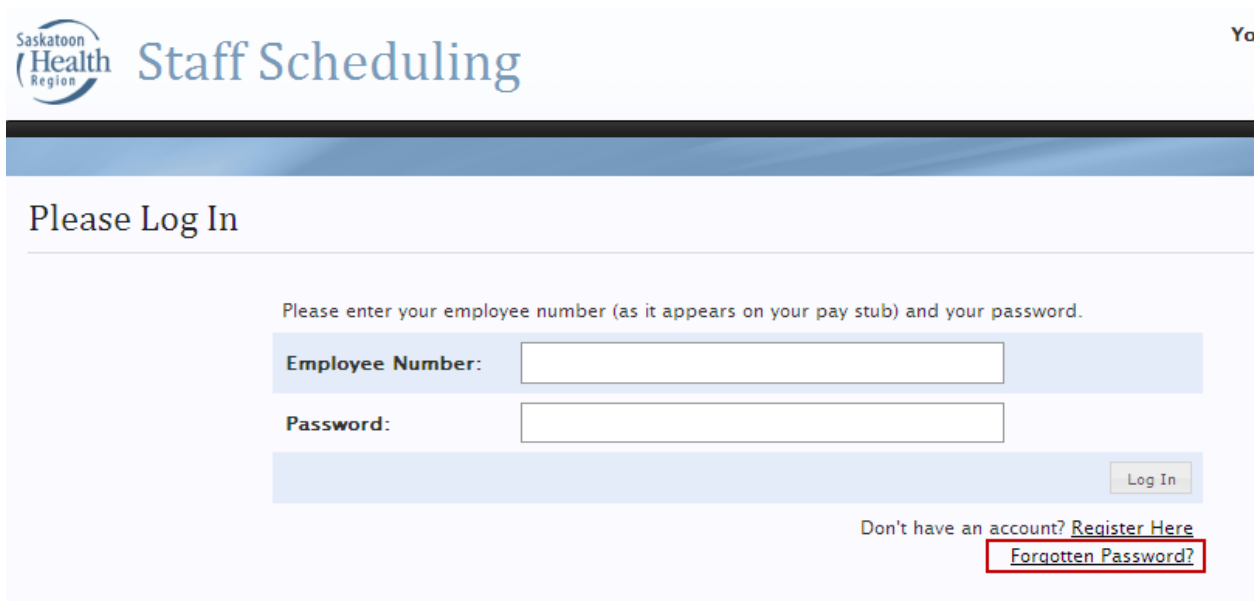
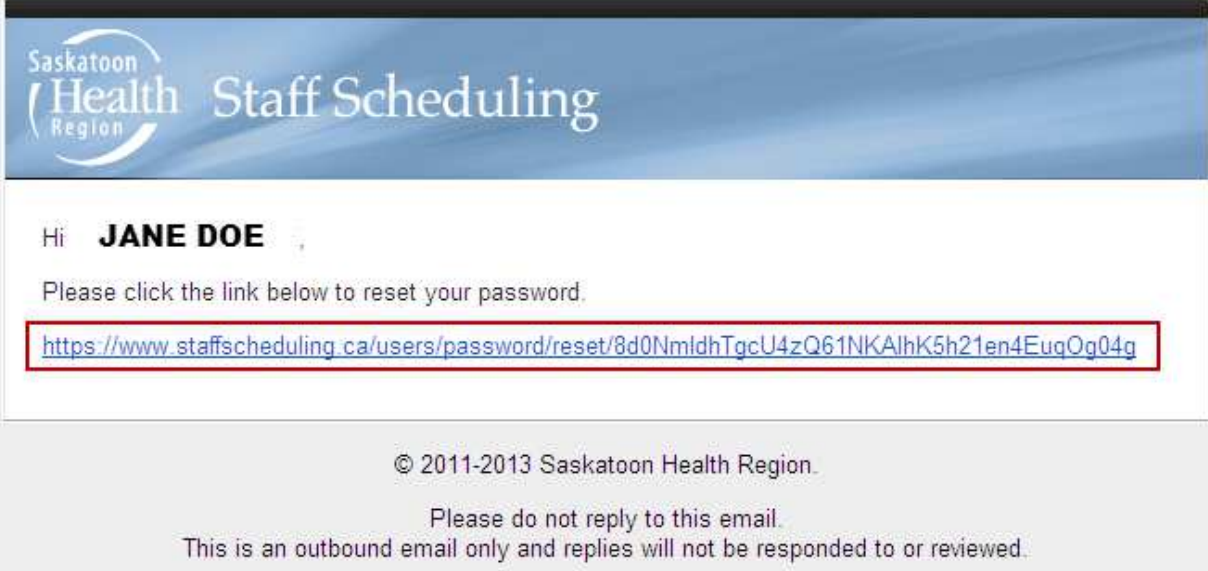
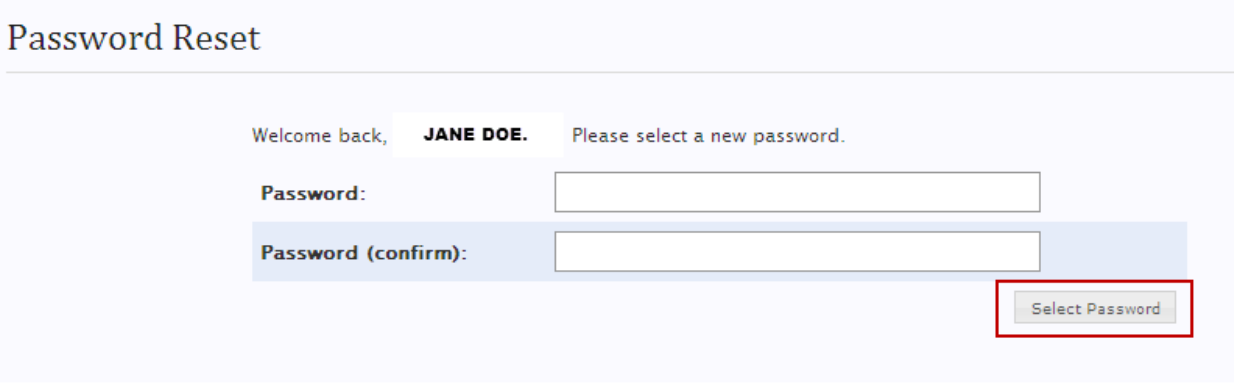
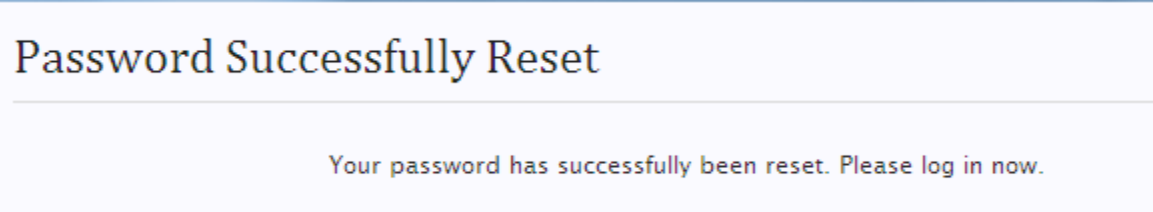
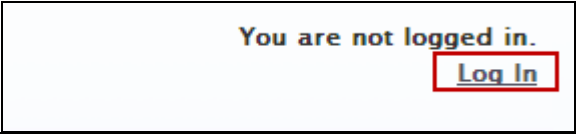
 WORK STANDARD	Title: I forgot my password on www.staffscheduling.ca Role: Employees		
	Location: All	Department: Various	
Document Owner: Kweku Johnson			
Date Prepared: July 25, 2013		Date Revised: 9/3/13	Date Approved:

Essential Tasks:	
1.	<p>Go to www.staffscheduling.ca and click on the “Forgotten Password?” link at the bottom right:</p> 

2.	<p>Fill in the required fields and click “Send Email”</p> <h3>Forgotten Password</h3> <p>Please enter your email, and we will send you a link to reset your password.</p> <p>Employee#: <input type="text" value="1234567"/></p> <p>Email: <input type="text" value="jane.doe@email.com"/></p> <p>Email confirm: <input type="text" value="jane.doe@email.com"/></p> <p><input type="button" value="Send E-mail"/></p>
3.	<p>This message will appear:</p> <h3>Password Reset E-mail Sent</h3> <p>An e-mail with further password reset instructions has been sent to you at Jane.Doe@email.com</p>
5.	<p>Log in to this email account and open the email, click on the link at the bottom:</p> 

6.	<p>The website will take you a password reset page. Please fill in the required fields and click “Select Password”</p> 
7.	<p>The following message will display if you are successful:</p> 
8.	<p>Please click the “Log In” link at the top right of the screen; resume using www.staffscheduling.ca as normal.</p> 
	<p>If you have questions, please call Staff Scheduling at 1-855-778-4141 between the hours of 08:00-16:30 Monday to Friday.</p>