



Office of Civilian Human Resources CG-121

Time Keeper Instructions for Account Unlock/Password Reset

The Time Keeper can reset your password, these are the steps:

1. In TK menu, click "Select Employees" tab.
2. Click the radial next to the name of the employee you need to reset.
3. Down in the second row of tabs, click the "EMP Profile" Button.
4. Type Password in and then type it again in the box underneath.
5. Scroll to the bottom of the page and click the box next to the "Reset bad logins/unlock account"
6. Click save
7. Email employee new password.

Come up with about three different passwords that you can use, you will be able to give the same password to everyone because they have to change it upon login. But, you will have repeat offenders where you will have to use your second and third passwords.