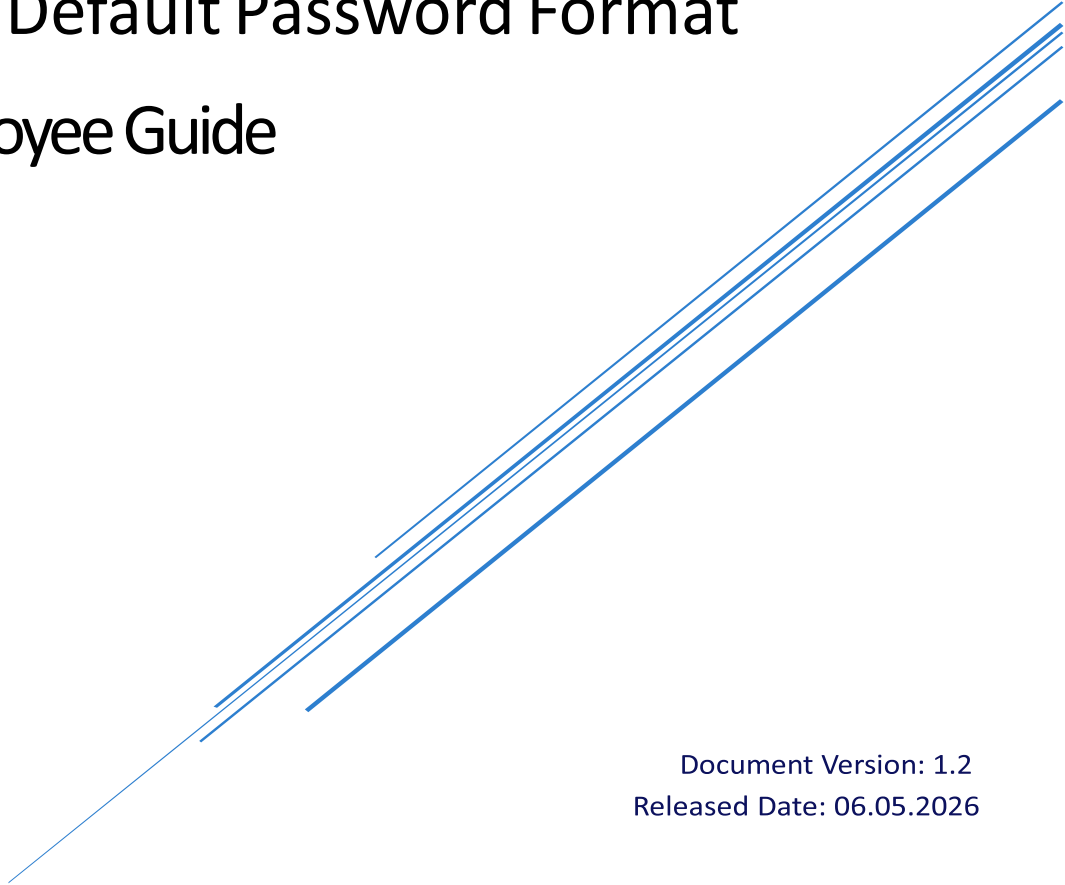




New Default Password Format Employee Guide



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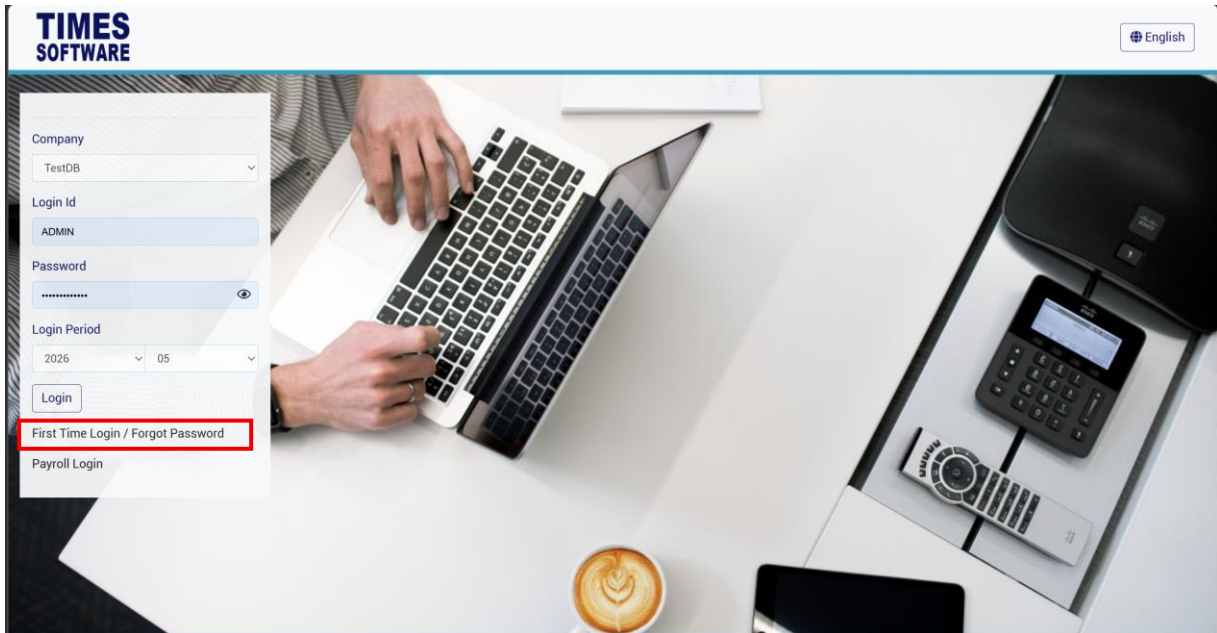
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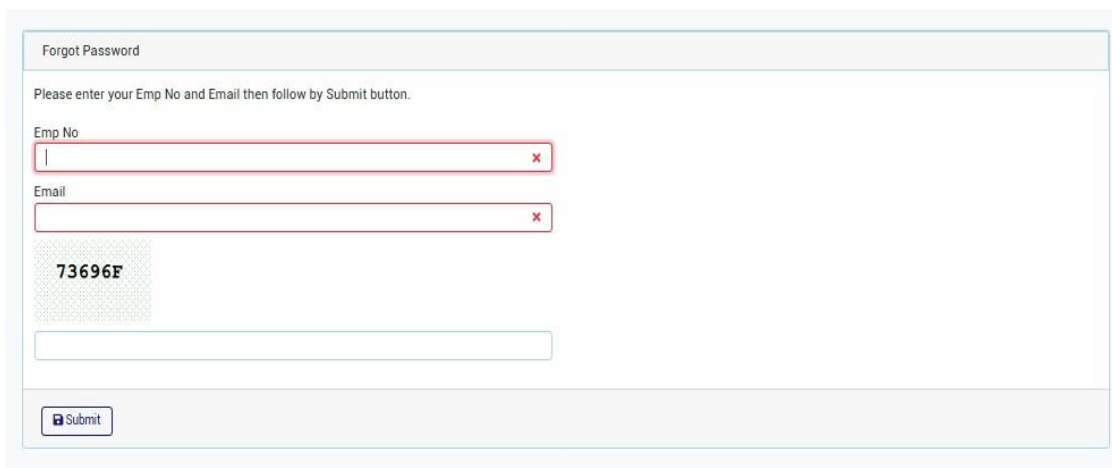
1) Employee

1.1) New Employee

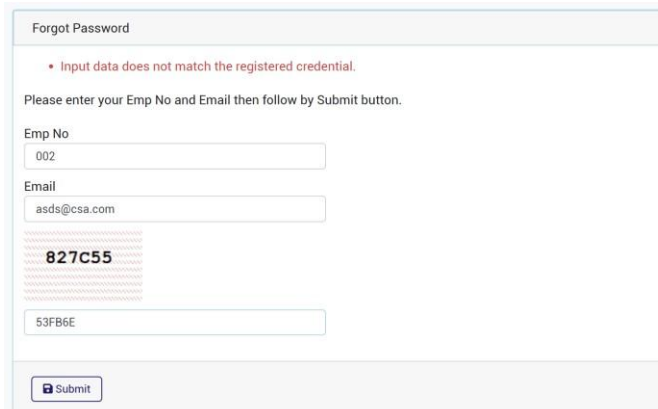
When a new employee is created, they need to click on the “first login or forget password” to get a temporary login password



After clicking the button, the user will be redirected to the “Forgot Password” page. They will be prompted to enter their Employee Number (Emp No.), Email and to fill in the Captcha


 A screenshot of the 'Forgot Password' page. The page title is 'Forgot Password'. Below the title, it says 'Please enter your Emp No and Email then follow by Submit button.' There are two input fields: 'Emp No' and 'Email', both with a red 'x' icon on the right. Below the 'Emp No' field is a captcha image showing the number '73696F'. There is an empty input field for the captcha. At the bottom, there is a 'Submit' button.

If the user enters the **wrong emp No or email**, the following error message will be shown:

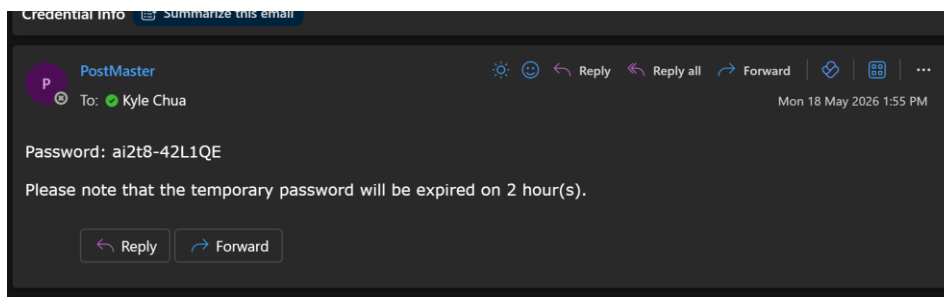


The user needs to enter **both the correct Employee No (Emp No) and Email** to receive the temporary password.

After entering all the information required and clicking the Submit button, the user will get the following success message:

The credential information has been sent to user registered email.

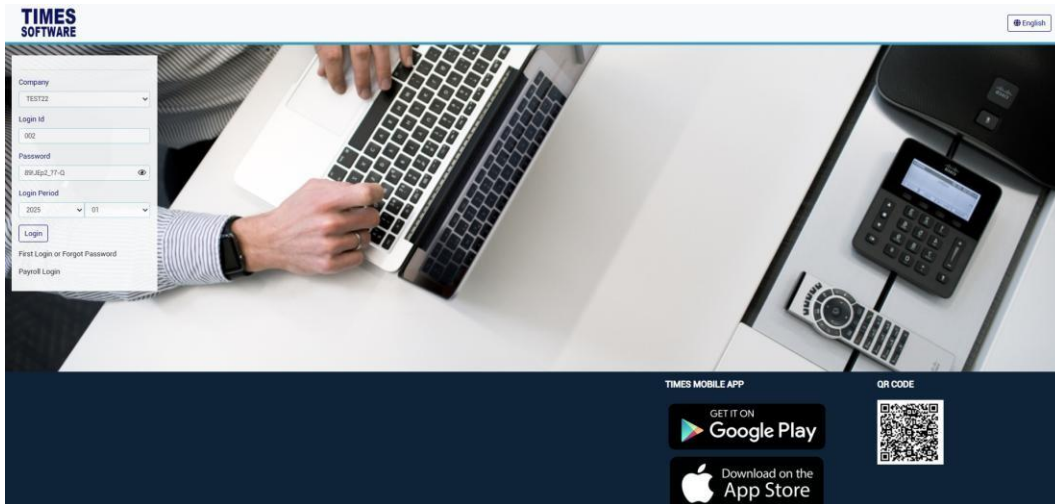
An email will be sent to the User's email address:



Important: Please note that the temporary password is only valid for 2 hours. If more than 2 hours, kindly reset your password again by following the steps above.

Note: If password does not get sent to email after 1-2 minutes, re-click the hyperlink "First Time Login / Forgot Password" on the login screen above and follow the steps above

After the user logs into the system with the temporary password, after which they will be prompted to reset to their own password.



After User click the Login button, user will be redirected to the First Time Change password page.

Note: Full/Partial NRIC of employee cannot be used as employee password (Example: S1234123A/123A)

For first time login, you MUST change your password. The password must contain at least one lowercase, uppercase and numeric. Password at least 8 character.

Employee
 BEN LIM

Password Type
 Login Password

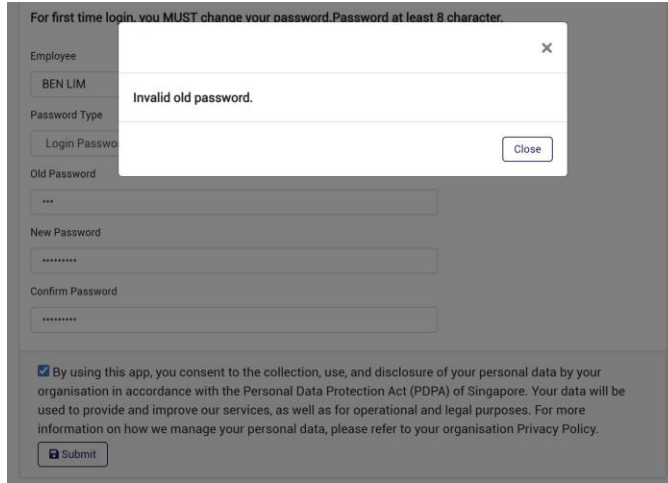
Old Password

New Password

Confirm Password

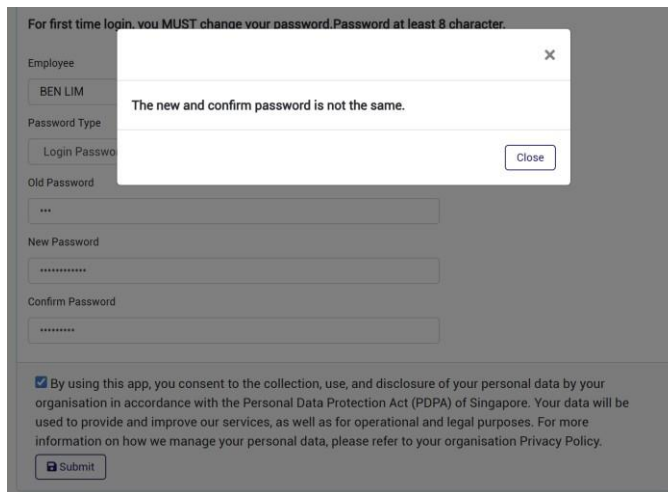
By using this app, you consent to the collection, use, and disclosure of your personal data by your organisation in accordance with the Personal Data Protection Act (PDPA) of Singapore. Your data will be used to provide and improve our services, as well as for operational and legal purposes. For more information on how we manage your personal data, please refer to your organisation Privacy Policy.

If the wrong temporary password is entered, the following error message will be shown.



The screenshot shows a web form for password change. At the top, it says "For first time login, you MUST change your password. Password at least 8 character." Below this, there are fields for "Employee" (BEN LIM), "Password Type" (Login Password), "Old Password", "New Password", and "Confirm Password". A modal error message box is displayed over the form, containing the text "Invalid old password." and a "Close" button. At the bottom of the form, there is a checkbox for consent to the PDPA and a "Submit" button.

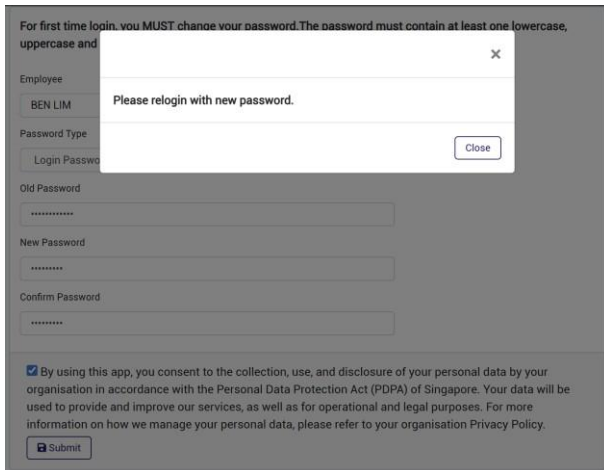
If the value of **confirm password** and **new password** do not match, the following error message will be shown.



The screenshot shows the same password change form as above. A modal error message box is displayed, containing the text "The new and confirm password is not the same." and a "Close" button. The form fields and consent checkbox are visible in the background.

After filling up the following fields, the user can click submit button:

- Old Password
- New Password
- Confirm Password



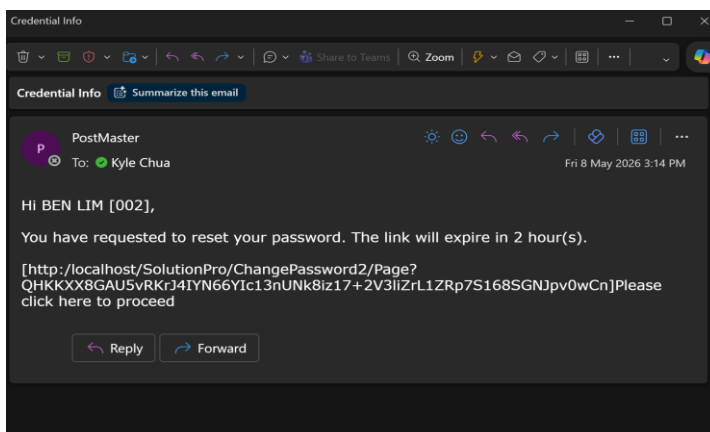
The screenshot shows a login form with a modal dialog box. The modal dialog box contains the text: "Please relogin with new password." and a "Close" button. The login form below has the following fields: Employee (BEN LIM), Password Type (Login Password), Old Password, New Password, and Confirm Password. At the bottom of the form, there is a checkbox for consent to the PDPA and a "Submit" button.

Now the user will be able to use their own password to login to the system.

1.2) Employee reset login password

If an employee forgets their login password, they can click on the “**First Time Login / Forgot Password**” and follow the steps in 1.1 to reset their password

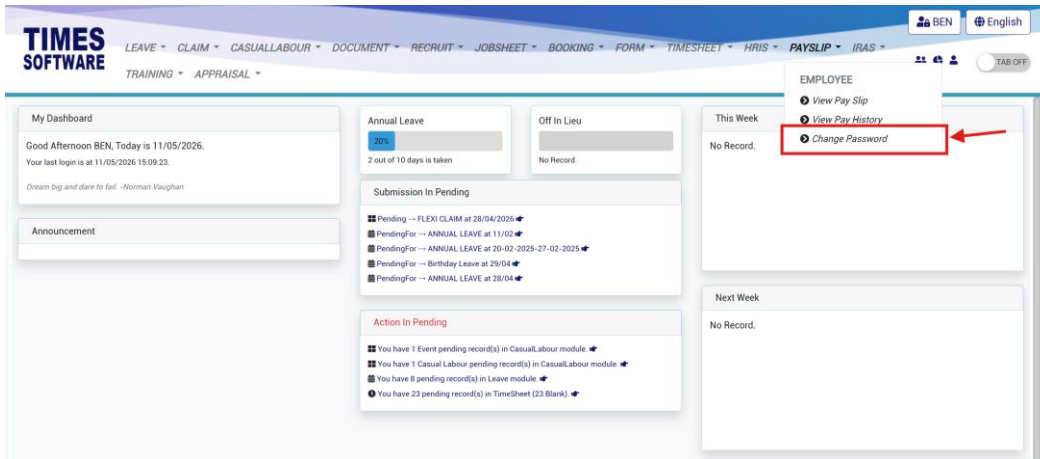
****Note: There is a difference in email if an employee has an existing password compared to them requesting for their first login password**



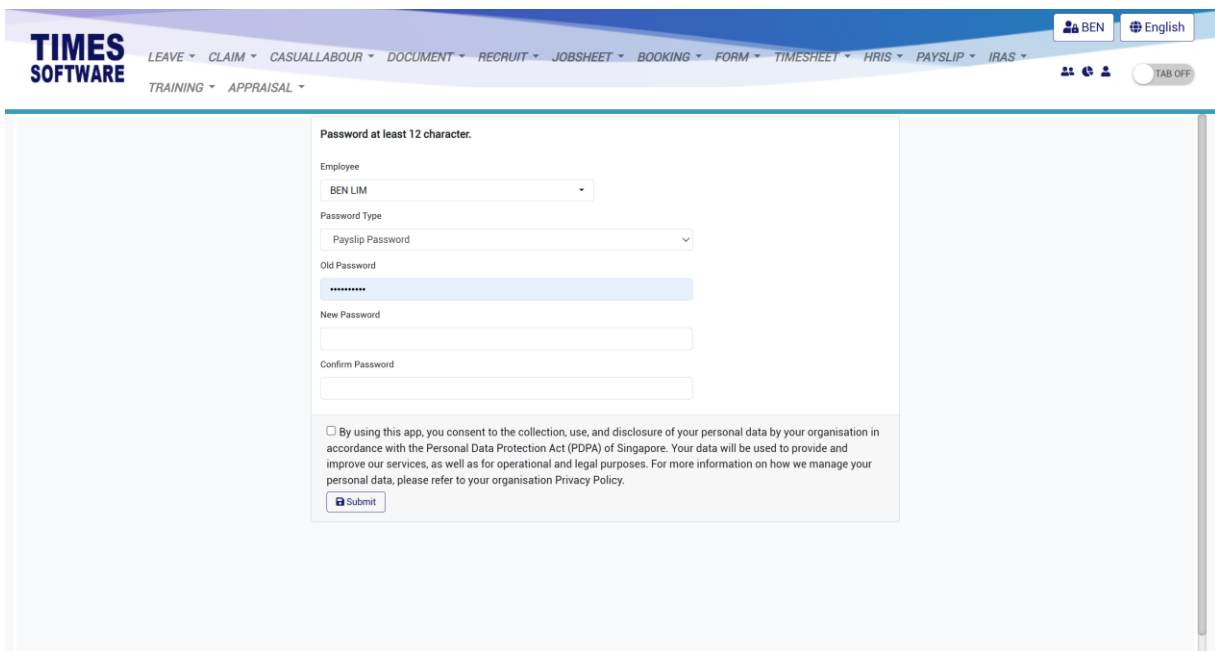


1.3) Employee change payslip password

If an employee wants to reset their payslip password, they can click on the “Change Password” tab under “Payslip”



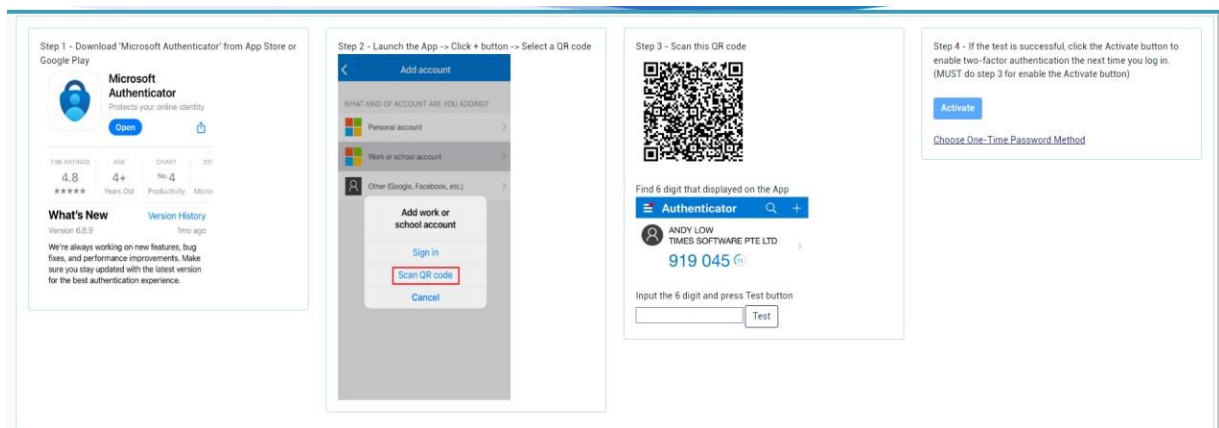
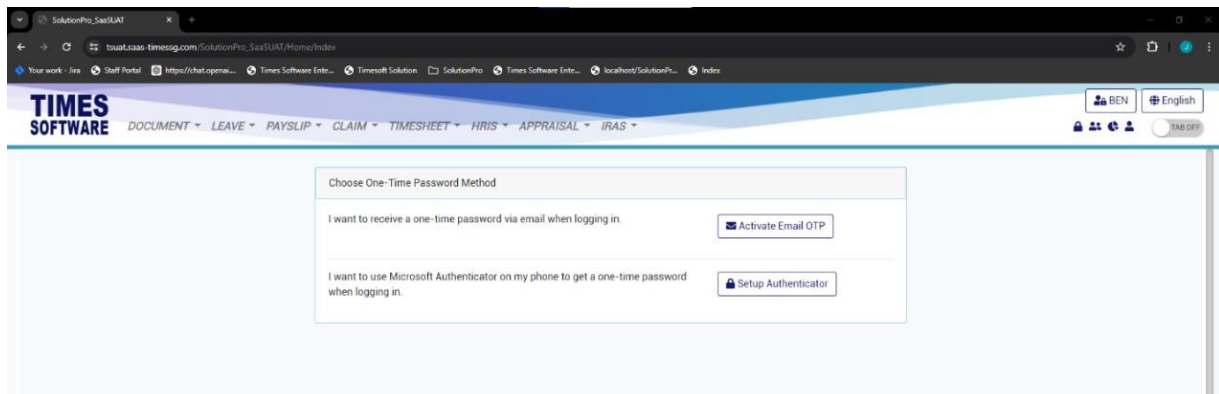
The employee will be re-directed to the “Change Password” page where they will be prompted to fill in the following fields: **(Old Password, New Password, Confirm Password)**



2) MFA For Employee


2.1) MFA by authenticator

1. After logging in, the employee will be prompted by the system to choose an OTP (One-Time Password) method. Select 'Setup Authenticator':

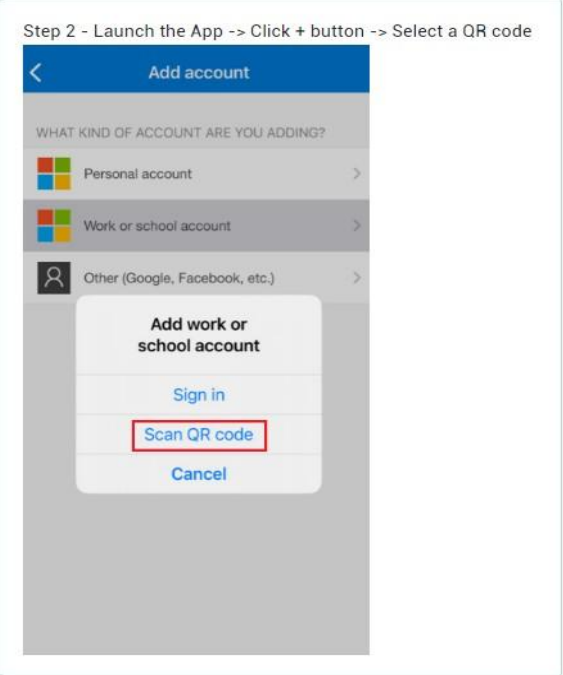


Refer to step 1 to step 4 to download Microsoft Authenticator on the employee's mobile device. Then, access the Authenticator to scan the QR code shown in 'Step 3 – Scan the QR Code'.

Step 1 - Download 'Microsoft Authenticator' from App Store or Google Play

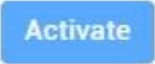


Step 2 - Launch the App -> Click + button -> Select a QR code



2. The Microsoft Authenticator will display a 6-digit code. Please enter the code in the field above, then click the 'Test' button to continue.
3. Upon successful setup, the system will prompt 'Verification successful'.
4. Click the [Activate] button to enable two-factor authentication.

Step 4 - If the test is successful, click the Activate button to enable two-factor authentication the next time you log in. (MUST do step 3 for enable the Activate button)

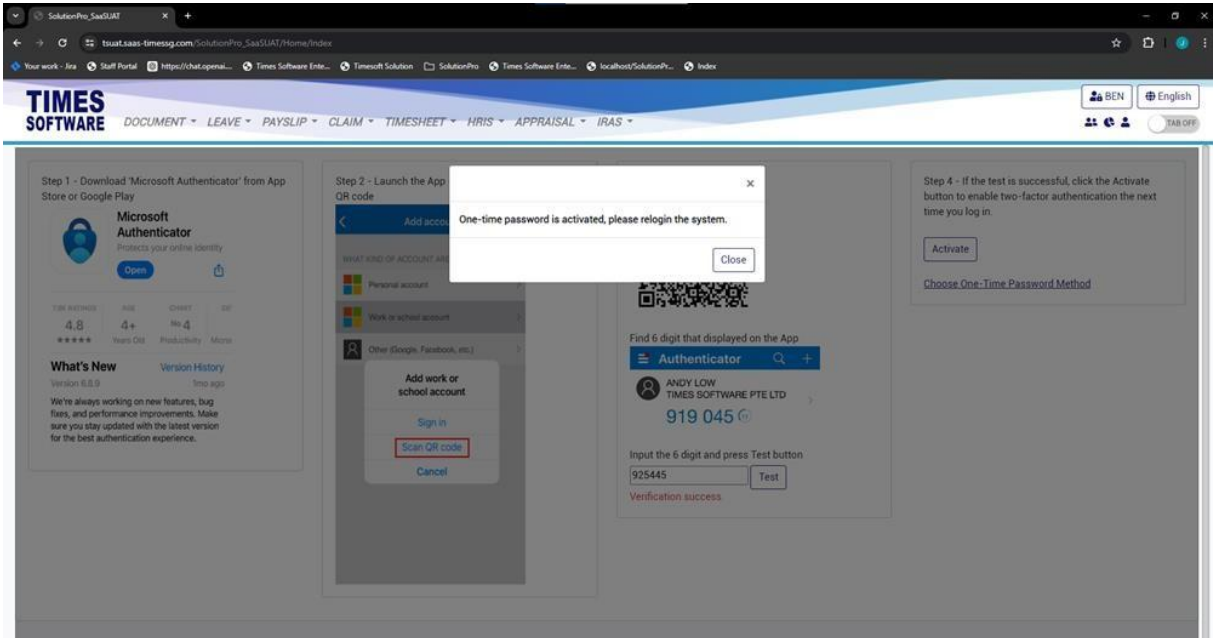


[Choose One-Time Password Method](#)

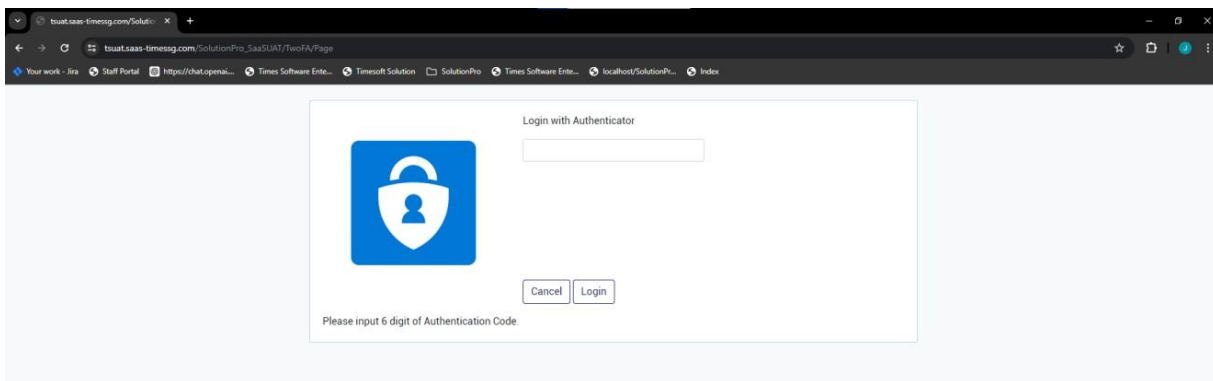
****The “Activate” button will only be enabled after Step 3 has been successfully verified.****



- After successfully activating the Microsoft Authenticator, the system will display the following message, the user will be logged out

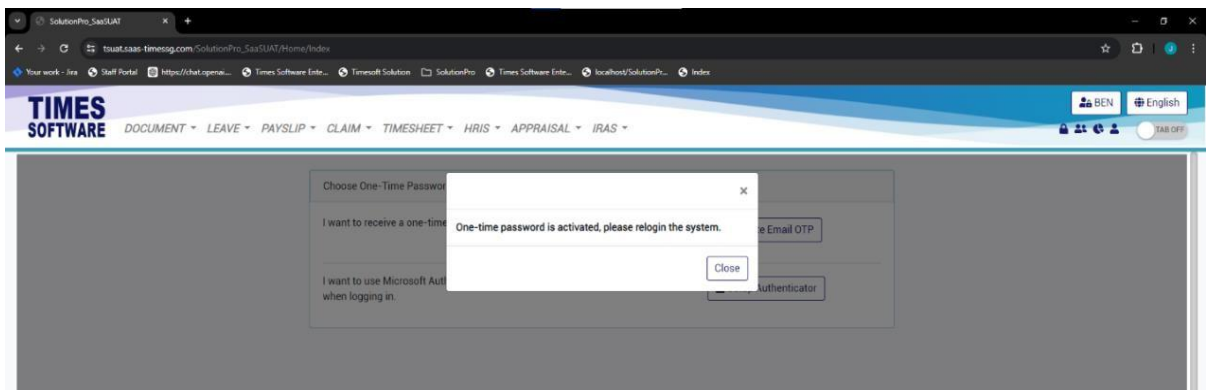
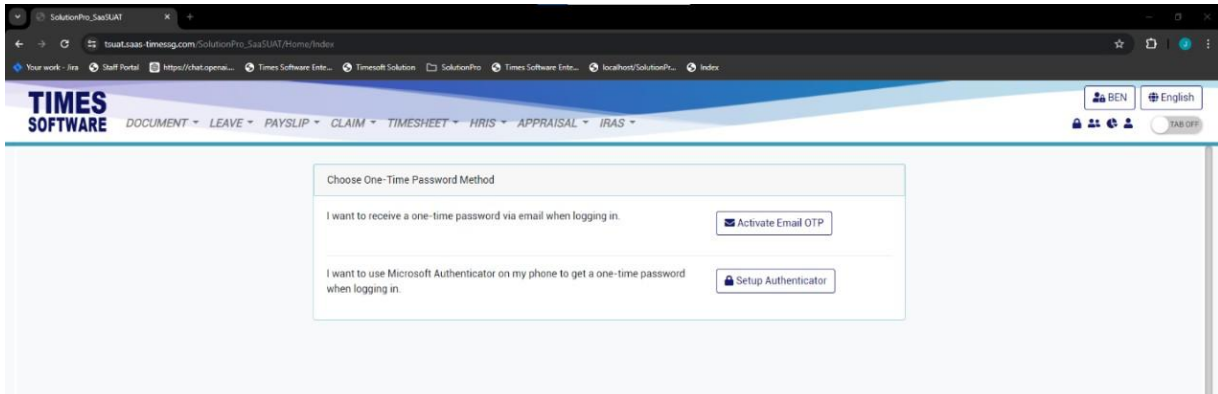


- Upon successfully re-logging into the system, the user will be prompted to enter the 6-digit code generated by Microsoft Authenticator:

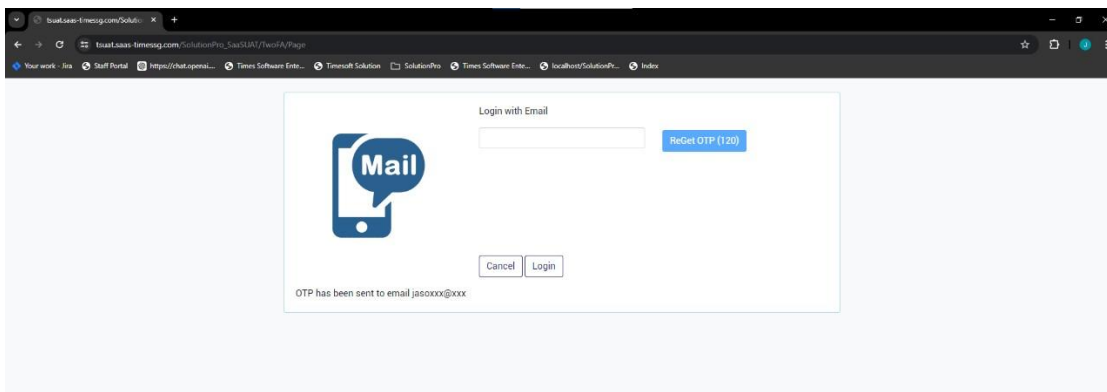


2.2) MFA by email

1. After logging in, the employee will be prompted by the system to choose an OTP (One-Time Password) method. Select 'Activate Email OTP':

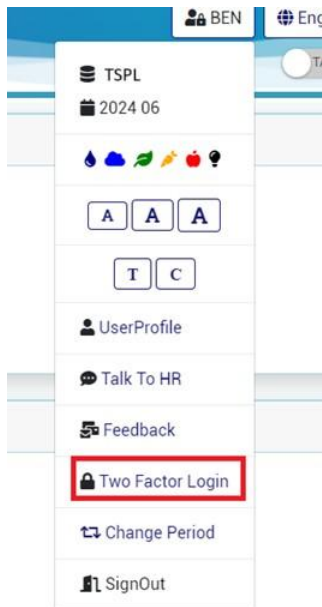


2. Upon success re-login to the system, OTP will be triggered to user's email address. The user then enters the OTP and clicks [Login].

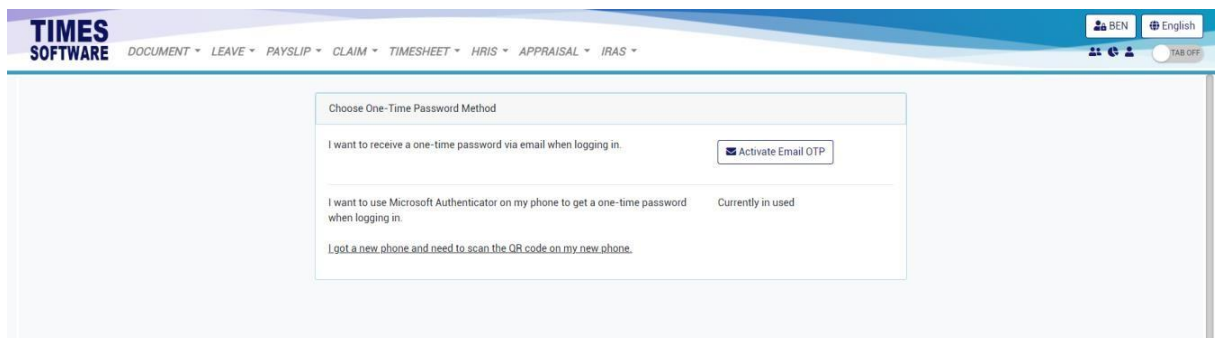


2.3) Change MFA Method

To change the Multi-Factor Authentication (MFA) Method, click “Two-Factor Login”



The user will be redirected to the One-Time Password method selection page. Refer to the previous section for the steps to activate Email OTP.



2.4) Unable to access MFA Authenticator

To reset their MFA Authenticator, if the employee does not have access to their mobile phone, they can click on the “First Time/Forgot Password” hyperlink at the login page to reset their password.

Forgot Password

Please enter your Emp No and NRIC / FIN No. then follow by Submit button.

Emp No

Ic No

3BE4EF

After the employee successfully resets their password, they will be able to re-select their OTP Password Method (Either via email OTP or Microsoft Authenticator)

TIMES SOFTWARE REN English

Choose One-Time Password Method

I want to receive a one-time password via email when logging in.

I want to use Microsoft Authenticator on my phone to get a one-time password when logging in.