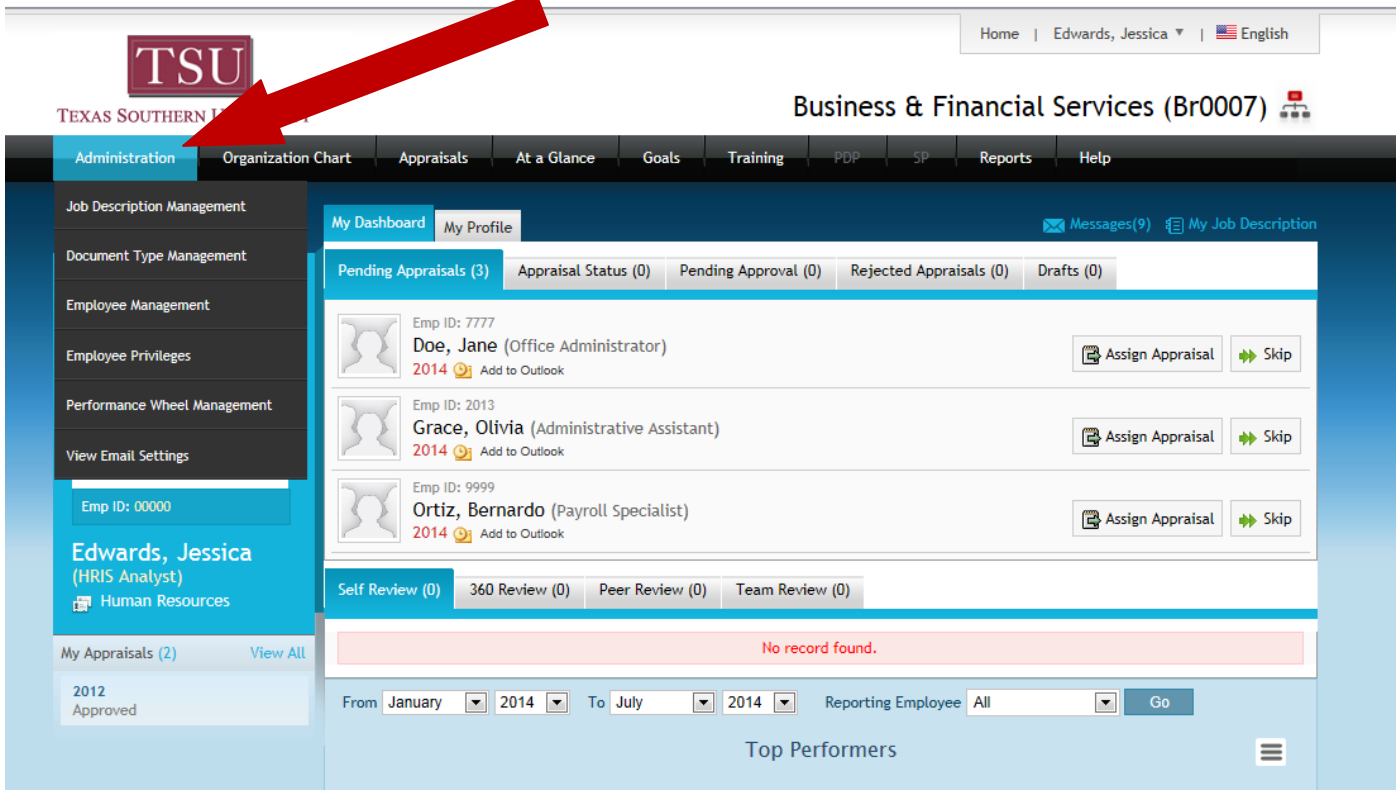


How to Send Your Employee Their Password:

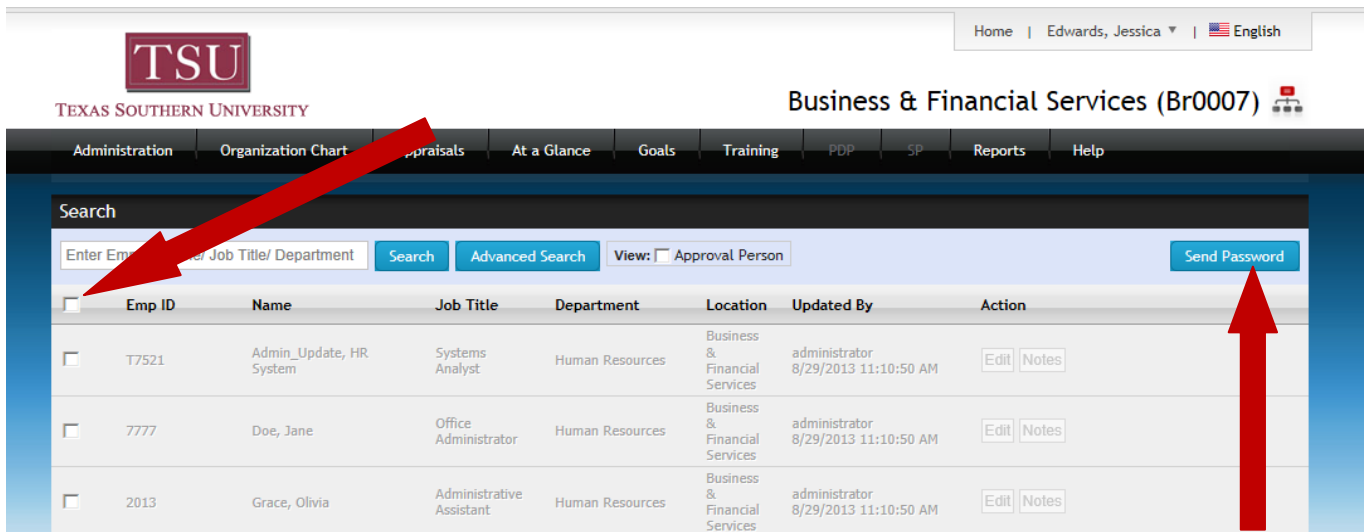
1. Once you log in, click "Administration"
2. Click "Employee Management"



The screenshot shows the HRIS Administration interface. The 'Administration' menu is open, and 'Employee Management' is highlighted with a red arrow. The user is logged in as Jessica Edwards, HRIS Analyst, in the Business & Financial Services (Br0007) department. The main content area shows a list of employees with their names, job titles, and appraisal status.

Emp ID	Name	Job Title	Appraisal Status	Actions
7777	Doe, Jane	Office Administrator	2014 Add to Outlook	Assign Appraisal, Skip
2013	Grace, Olivia	Administrative Assistant	2014 Add to Outlook	Assign Appraisal, Skip
9999	Ortiz, Bernardo	Payroll Specialist	2014 Add to Outlook	Assign Appraisal, Skip

3. Click the box next to your employee's name
4. Click "Send Password"



The screenshot shows the HRIS Search results page. The search results table is displayed, and the 'Send Password' button is highlighted with a red arrow. The user is logged in as Jessica Edwards, HRIS Analyst, in the Business & Financial Services (Br0007) department.

Emp ID	Name	Job Title	Department	Location	Updated By	Action	
<input type="checkbox"/>	77521	Admin_Update, HR System	Systems Analyst	Human Resources	Business & Financial Services	administrator 8/29/2013 11:10:50 AM	Edit Notes
<input type="checkbox"/>	7777	Doe, Jane	Office Administrator	Human Resources	Business & Financial Services	administrator 8/29/2013 11:10:50 AM	Edit Notes
<input type="checkbox"/>	2013	Grace, Olivia	Administrative Assistant	Human Resources	Business & Financial Services	administrator 8/29/2013 11:10:50 AM	Edit Notes