

## Supervisor - Forgot your Password? Or Password has Expired?

1. From the login screen, select the prompt for "Forgot/Reset Password" to get to the "Reset Password" dialog box shown below:

University Enterprises, Inc.  
SACRAMENTO STATE

Wednesday, 09/09/2015 11:28:24 AM

Client ID:

User ID:

Password:

[Forgot / Reset Password](#)

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2. Fill in your Supervisor ID and email account into the ID and Email fields respectively and select "Process".

Reset Password

ID:

Email:

Please input your ID and Email for verification.

Security Question:  
Answer:

3. If your email address matches the one currently in the timekeeping system, you will then be able to answer the security question you previously chose at time of setup and enter the security code.

Reset Password

ID:

Email:

Please input your Security Question and Answer below. Then enter the correct Security Code and click Reset.

Security Question:

Answer:

Enter the security code as shown above:

4. Once you select "Reset", a one-time use link to change your password will be emailed to the email you have on file.

Reset Password

ID: 99998

Email: XXXX@csus.edu

Please input your Security Question and Answer below. Then enter the correct Security Code and click Reset.

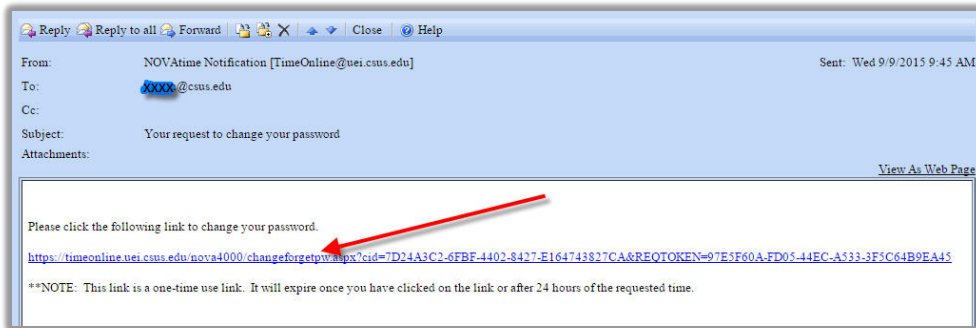
Security Question: What is the city of your birth?

Answer: Poughkeepsie

Enter the security code as shown above: MOKD8

RESET CANCEL

5. Open the email you received and click on the one-time link to change your password.



6. You will be sent to the timekeeping Password Reset dialog box. Enter your new password, verify it, and select "Confirm".

NOVAtimeAnywhere®

Reset Password

Please enter a password between 8 and 12 characters.  
Password must contain at least 1 number and 1 letter.  
Password must contain at least 1 special character.

New Password: .....

Verify Password: .....

CONFIRM CANCEL

7. You will receive a "You have successfully changed your password." Click "OK" to exit.

