

MyView

Employee Guide Iùl Neach-obrach

How to reset your password:

- Forgotten password
- Change your password

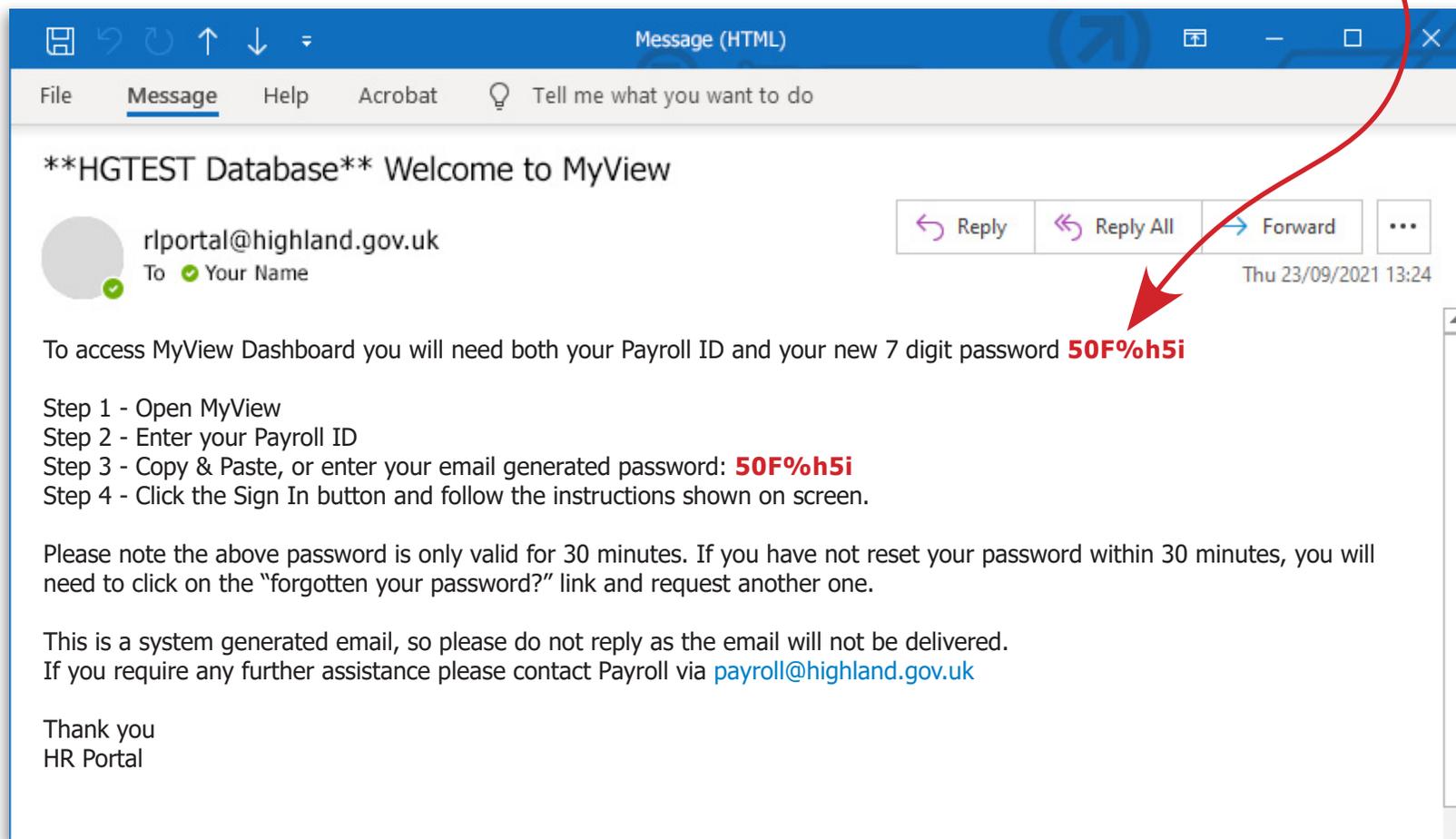
Mar a dh'ath-shuidhicheas tu am facal-faire agad:

- Facal-faire air a dhìochuimhneachadh
- Atharraich am facal-faire agad

How to reset your password

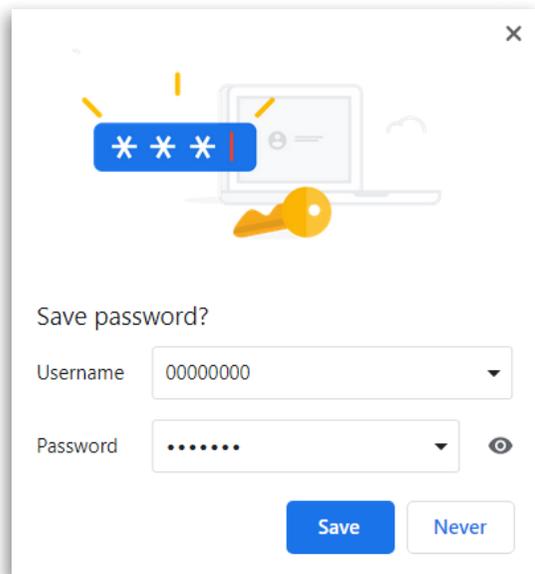
Forgotten password

Once you have clicked “**Forgotten your password**” – you will receive an email through from rlportal@highland.gov.uk
➔ Open that email and follow the guidance contained. You will see your temporary password here



How to reset your password

Whilst going through a Password reset - you will see this screen pop up twice, the first time you should click on the cross at the top right-hand corner to shut it.



It will re-appear for a second time after you have done the next step of changing your password to your own personal one.

This 'Current password' request is looking for the temporary one you received in the email from RLPortal@highland.gov.uk

Change Password

If you just received a password via email and are now being prompted to change it, please enter the email generated password in the Current password field. Otherwise, just enter your current password.

Please note your new password must be at least 7 characters long and must contain at least 3 of the following types of characters:

- Upper case letters
- Lower case letters
- Numbers
- Special characters (e.g. ! \$ % &)

Please be advised that old passwords cannot be used when creating a new password

For support in the use of the system, please contact your relevant Business Support (HR) Hub.

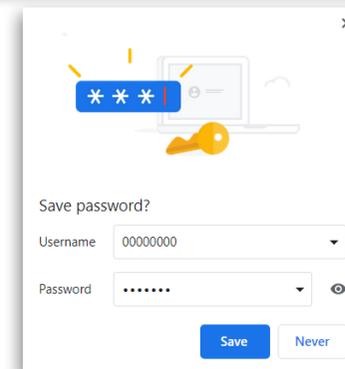
Current password

New password

Confirm password

Submit ✓

The pop up screen should then reappear. If you wish to Save Password this time - you should click "Save".

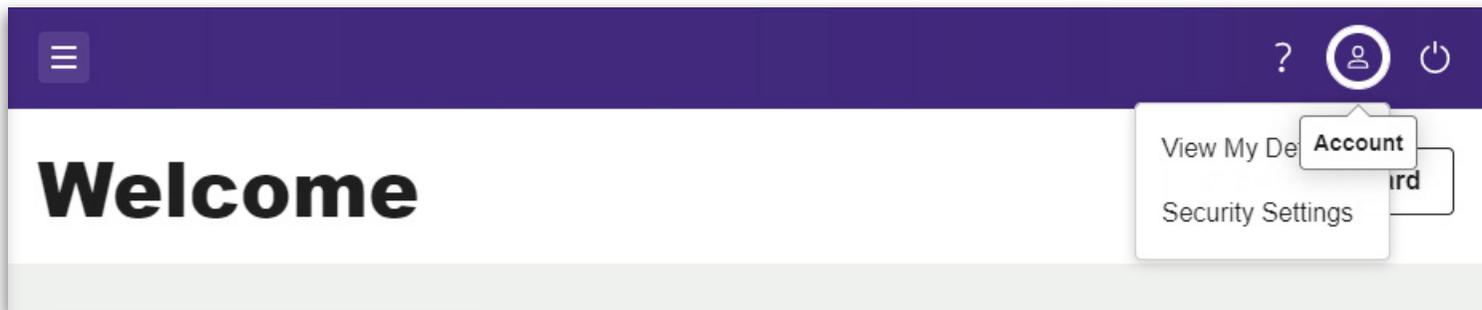


How to reset your password

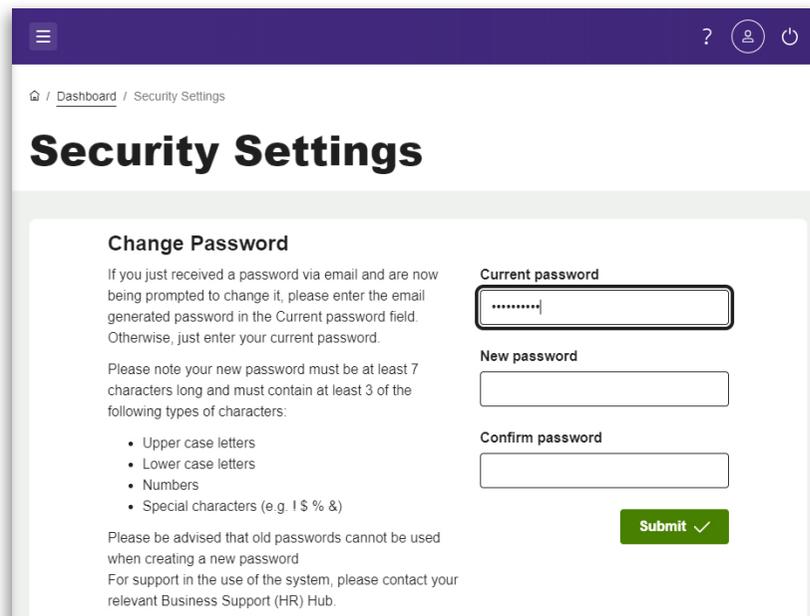
Change your password

If you already know your password but would like to change it:

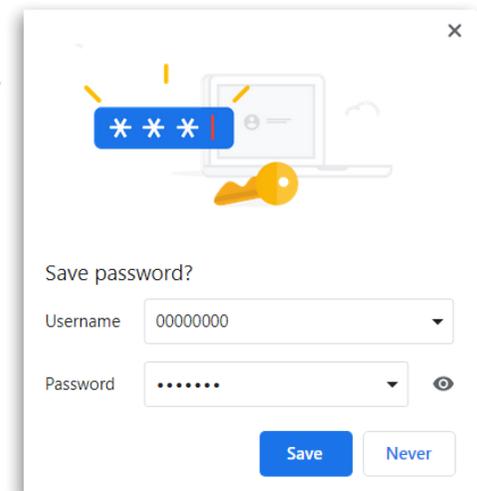
→ On the Dashboard, click on your account icon at the top right corner of the screen, and a drop down menu will appear:



→ Click on Security Settings, and follow the instructions on screen; and click Submit.

A screenshot of the "Security Settings" page. The page title is "Security Settings". Under the heading "Change Password", there is instructional text: "If you just received a password via email and are now being prompted to change it, please enter the email generated password in the Current password field. Otherwise, just enter your current password. Please note your new password must be at least 7 characters long and must contain at least 3 of the following types of characters: Upper case letters, Lower case letters, Numbers, Special characters (e.g. ! \$ % &)." Below this text are three input fields: "Current password" (containing masked characters), "New password", and "Confirm password". A green "Submit" button with a checkmark is at the bottom right. A note at the bottom states: "Please be advised that old passwords cannot be used when creating a new password. For support in the use of the system, please contact your relevant Business Support (HR) Hub."

This pop up screen should then appear, asking you if you want to save your password. If you wish to Save Password - you should click "Save".

A screenshot of a modal dialog box titled "Save password?". It features a decorative header with a laptop and a key icon. Below the title, there are two dropdown menus: "Username" (with the value "00000000") and "Password" (with masked characters). At the bottom, there are two buttons: "Save" and "Never".