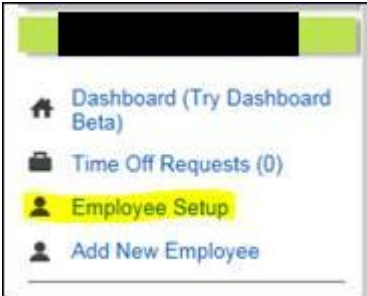


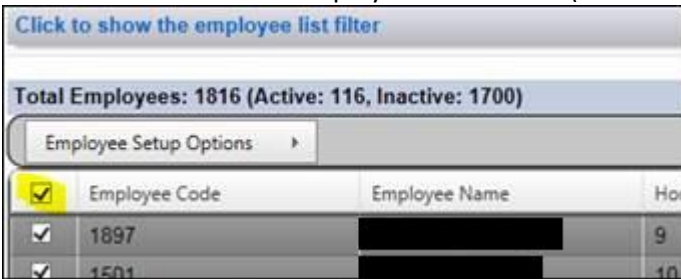
TWP Bulk Password Reset

Follow the instructions below to reset your passwords in bulk on employees in TWP.

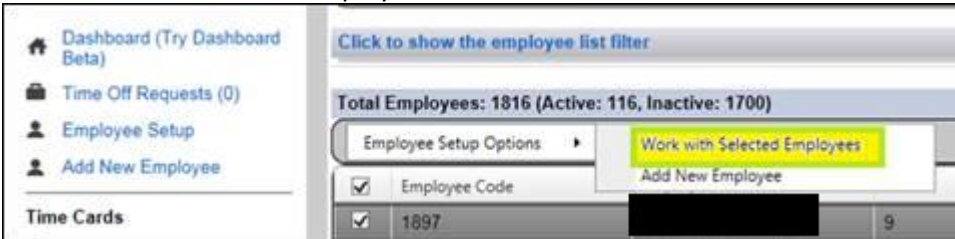
1. Login to Webclock.
2. Click Employee Setup.



3. Click the box to mark all employees as selected (or select the ones you want to bulk change one at a time).



4. Click Work with Selected Employees.



5. At the bottom of the next list, check Self-Service Password and enter in the blank what you want to change all employees passwords to (i.e. \$Payroll99), Click Save.



- a. NOTE: When the employees login, they will be able to reset their password at that time to whatever they would like.