

# Employee: How to Reset Your Password

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## What is WebCenter?

The employee portal of WebCenter gives you, the temp employee, access to important information including paycheck stubs, assignment info, and important documents.

**\*Note\*** Each staffing company has a unique URL link to WebCenter and will need to provide you with log in credentials. These same credentials are used to log into HRCenter.

Check out [Employee: Welcome to WebCenter](#) for more information.

**\*Note\*** If you forgot your password and cannot log in to HRCenter, see [Part One](#). If you can log in to HRCenter and/or WebCenter and would like to change your password, see [Part Two](#).

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## Part One

This section assumes the following:

1. You know your HRCenter username
2. You are able to log into the email account used in conjunction with your HRCenter account.

**\*Note\*** If you do not have this information, your staffing provider is able to look this up. On the HRCenter login screen (accessible from your staffing providers website), select the (1.) forgot password option.

**HR CENTER**

# Sign In

Please enter your information to log in.

**Username**

**Password**

Remember me? **1.**

[Forgot Username](#) · [Forgot Password](#)

[Continue Application »](#) [« back](#)

Users will be then be asked to provide their username.

**HR CENTER**

# Forgot Password

Please enter your username.

**Username**

[Next »](#) [« back](#)

Upon selecting next, an email will be automatically sent to the address on file.

**HRCenter Forgot Password Request**

To Shawna Bradt

**Action Items** [+ Get more apps](#)

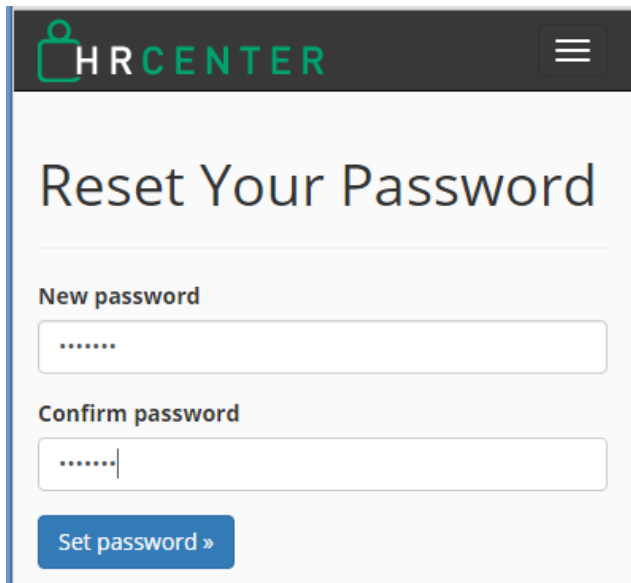
Hello ronaldhol,

Please go to the following link to reset your password. [Reset Password](#)

This link will expire in 24 hours.

Select the Reset Password link to be automatically brought to the HRCenter 'Reset Your Password' page. Enter and

confirm your new password. Once done, select 'Set password' to confirm changes:



The screenshot shows a mobile application interface for HR Center. At the top, there is a dark header with the HR Center logo on the left and a hamburger menu icon on the right. Below the header, the main content area has a light gray background. The title 'Reset Your Password' is displayed in a large, dark font. Underneath the title, there are two input fields. The first is labeled 'New password' and contains six dots. The second is labeled 'Confirm password' and contains six dots followed by a vertical cursor. At the bottom of the form, there is a blue button with the text 'Set password »'.

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## Part Two

To change your HRCenter and/or WebCenter password (from an auto-generated password provided by your staffing company, or to simply update your existing), select 'My Information' from the WebCenter home screen:

The screenshot shows the WebCenter 6 dashboard. The top navigation bar includes icons for Home, Orders, Assignments, Calendar, Timecards, Pay History, Documents, JobBoard, and HRCenter. The main content area is divided into two columns. The left column, titled 'Your To Do List', contains links for 'My Information' (highlighted with a red box), 'Manage W-2s', 'View 1095-Cs', 'View 1099s', and 'Manage Paystubs'. Below these are three sections: '(16) Pending Documents' with a 'GoTo Documents' link; 'Current Assignments' listing roles like 'Carpenter', 'General Administrator II', and 'Admin.support/receptionist'; and 'Timecards' with a '- Active' status and 'Needs Attention' indicator. The right column, titled 'Messages', features an 'Availability' section with a 'Check in as Available' button and a 'Messages' table. The table has columns for 'Message', 'From', and 'Received', showing a 'Test Web Message' from 'Kyle Williams' received on '2/24/2023'. Below the table, there is a 'From Kyle Williams on 2/24/2023' section with a 'Reply to Kyle Williams's Message' link.

From the 'My Information' page, select 'Change Your Password':

This screenshot shows a portion of the WebCenter 6 navigation bar. It includes the 'WebCenter 6' logo on the left and four navigation icons on the right: Home, Assignments, Calendar, and Timecards.

## My Information

General Info Address Resumes Other Documents

### Email Address

Current email address: shawnabradt@gmail.com - [Update Email Address](#)

### Cell Phone Preference

Current cell phone preference: <no cell phone number>, <no provider>, Receive Texts: Yes - [Update Cell Phone Preference](#)

### Password

#### 2. [Change Your Password](#)

### Notifications

Place a check next to each notification that you would like to receive. Remove a check from each notification that you would "Update" to save the choices.

Next, enter your current password and then enter and confirm your new password. Select 'Change Password' to

confirm:

## Password

*New passwords are required to be a minimum of 7 characters in length.*

Current Password:

New Password:

Confirm New Password:

[Change Password](#) [Cancel](#)

You will be notified that the password update was successful via the following message:

## Password

Your password has been changed successfully.

[Change Your Password](#)

**\*Note\*** If you have any questions, please contact your staffing provider.

# Related Articles