

# Employee Portal - How to Reset Your Password

Last Modified on 09/10/2025 11:17 am CDT

## Overview

This article details the process for resetting your password for both HRCenter and WebCenter.

- If you forgot your password and cannot log in to HRCenter, see "Resetting Your HRCenter Password".
- If you can log in to HRCenter and/or WebCenter and would like to change your password, see "Resetting Your WebCenter Password".

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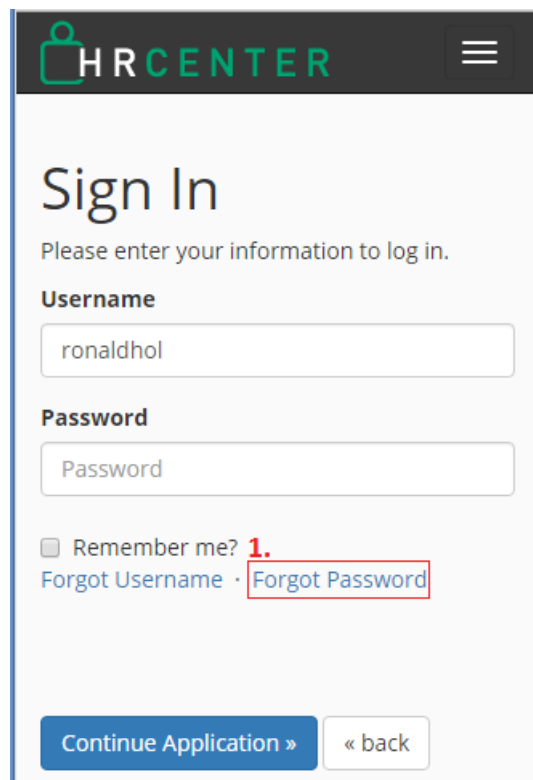
## Resetting Your HRCenter Password

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.

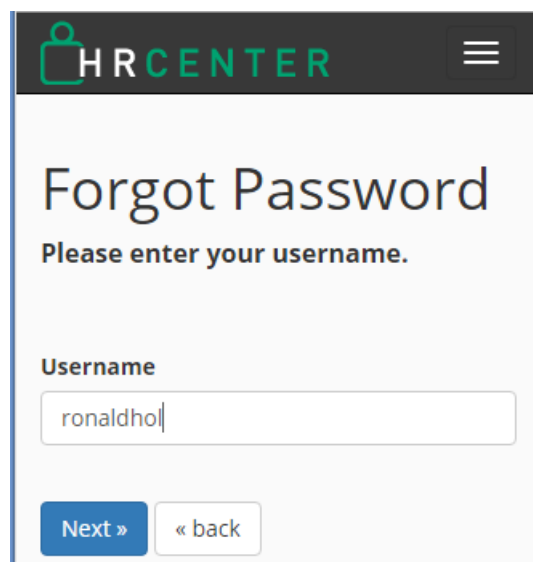
**\*Note\*** If you do not have this information, your staffing provider is able to look this up.

On the HRCenter login screen (accessible from your staffing providers website), select "Forgot Password":



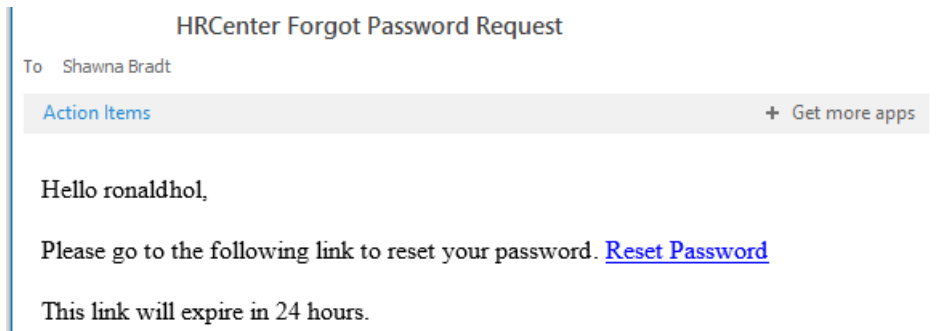
The image shows a mobile application interface for HR CENTER. At the top, there is a dark header with the HR CENTER logo on the left and a hamburger menu icon on the right. Below the header, the main content area has a light gray background. The title "Sign In" is displayed in a large, dark font. Below the title, a subtitle reads "Please enter your information to log in." There are two input fields: "Username" with the text "ronaldhol" and "Password" with the text "Password". Below the password field, there is a checkbox labeled "Remember me?" followed by a red number "1.". Below this, there are two links: "Forgot Username" and "Forgot Password", which is highlighted with a red rectangular box. At the bottom, there are two buttons: a blue button labeled "Continue Application »" and a white button labeled « back".

Users will then be asked to provide their username:



The image 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 "Forgot Password" is displayed in a large, dark font. Below the title, a subtitle reads "Please enter your username." There is one input field labeled "Username" with the text "ronaldhol". At the bottom, there are two buttons: a blue button labeled "Next »" and a white button labeled « back".

Upon selecting "Next", an email will be automatically sent to the email address on file with a link to reset the password:



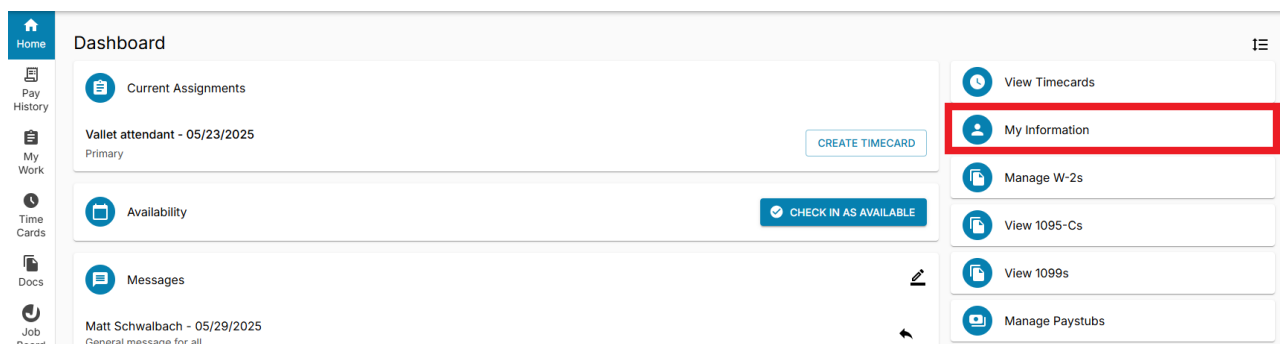
Select the "Reset Password" link within the email to be automatically brought to the HRCenter "Reset Your Password" page where you will enter and confirm your new password.

Once complete, select "Set password" to confirm changes:

The "Reset Your Password" page in the HRCenter system. It features a header with the HRCenter logo and a hamburger menu. The main heading is "Reset Your Password". Below it are two input fields: "New password" and "Confirm password", both masked with dots. A blue button labeled "Set password »" is at the bottom.

## Resetting Your WebCenter Password

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 your WebCenter home tab:



Within the "My Information" page, select the pencil next to "Password":

Home

Pay History

My Work


Time Cards


Docs


Job Board


HR Center

## My Information

Email Address   
testmail@mail.com

Phone Number   
Current phone number: --

Password   
\*\*\*\*\*

Address   
Street Address: 484723 Main St.  
City: Columbus  
State: MN  
Zip Code: 55437


Buzz Invite Code  
[Generate Invite Code](#)


Within the "Change Password" window, enter and confirm your new password:


Change Password

×

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

Current password \*  
.....

Enter new password \*  
.....

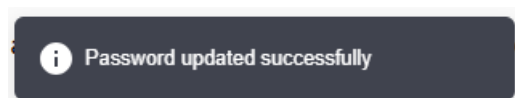
Re-enter new password \*  
.....

CLOSE

SAVE

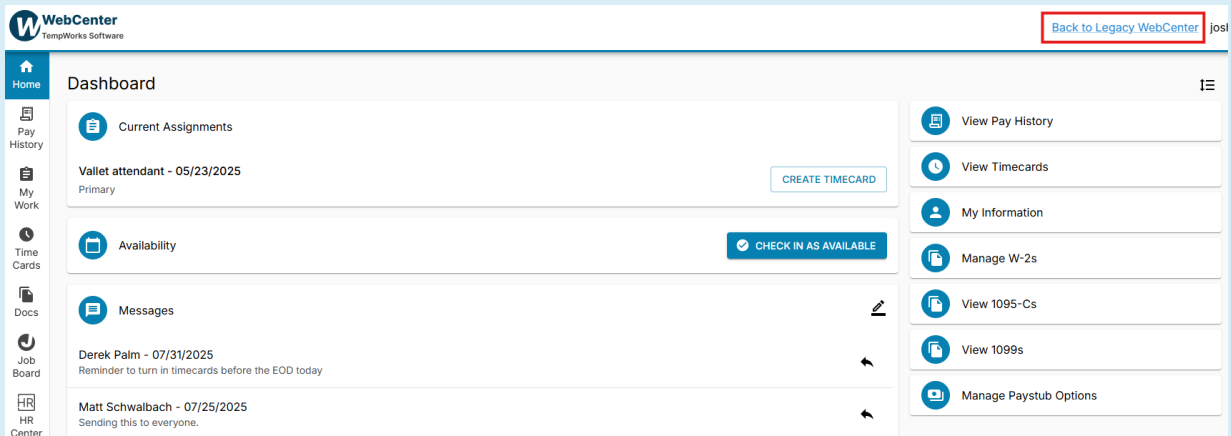
Once finished, select "Save".

You will be notified that the password update was successful via the following message at the bottom of the screen:



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

**\*Note\*** The updated WebCenter Employee Portal contains all the functionality as Legacy WebCenter, but in the event you need to navigate back to Legacy, you can select the "Back to Legacy WebCenter" option to the top right of the WebCenter window:



For more information on navigating to the Legacy WebCenter, along with the feedback survey, please see the article titled [Employee Portal - Navigating to Legacy & Feedback Survey](#).

## Related Articles