

Your profile and password

“ **You need:** nothing beyond being signed in. Your profile is your own record.

What your profile shows

Your own details as held in your employee record: your identifier, name, and contact details such as email, phone, city, address and date of birth where they are filled in.

It is a view of **your** record — the same record an employee manager sees in the Employees area, from your side.

“ If something here is wrong, you generally cannot correct it yourself. Ask whoever manages employees — see [Editing an employee](#).

Changing your password

You can change your own password whenever you like, and you should if it was assigned to you by someone else.

The rules are narrower than most systems, so read them before choosing:

Rule	Value
Minimum length	8 characters
Maximum length	10 characters
Must contain	At least one uppercase letter

The maximum is the one that catches people out. A long passphrase will be rejected — you need something between 8 and 10 characters with at least one capital.

Within that, favour something unpredictable over something memorable-but-guessable, and don't reuse a password from elsewhere.

If you're told your password is weak

The console flags a password that doesn't meet the rules at sign-in. That flag doesn't lock you out, so it is easy to ignore for months.

Change it when you see it. It takes a minute and you already have the screen open.

If you've forgotten it

There is no self-service reset. Someone with employee management rights sets a new one for you — see [Employees - Password](#). They cannot tell you your old password; they can only replace it.

Related pages

- [Signing in](#) — first access and what the warnings mean
- [What you can see, and why](#) — your roles and scope
- [Employees - Password](#) — for whoever is setting it