TUTORIAL ON HOW TO RESET YOUR STAFF PORTAL PASSWORD

STEP 1: While on login page of the staff portal, click the **First Login/Forgot your password?** button.



STEP 2: On the page that appears, enter your **PF Number** as your Username. Click the reset password button when done



STEP 3: Your new password will be sent to the email displayed on the message. Login to that email to retrieve your password. Use the password to login into your staff portal.



STEP 4:Login to your University Email and copy the sent password



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STEP 5: Login to your staff portal and change password using Change password button