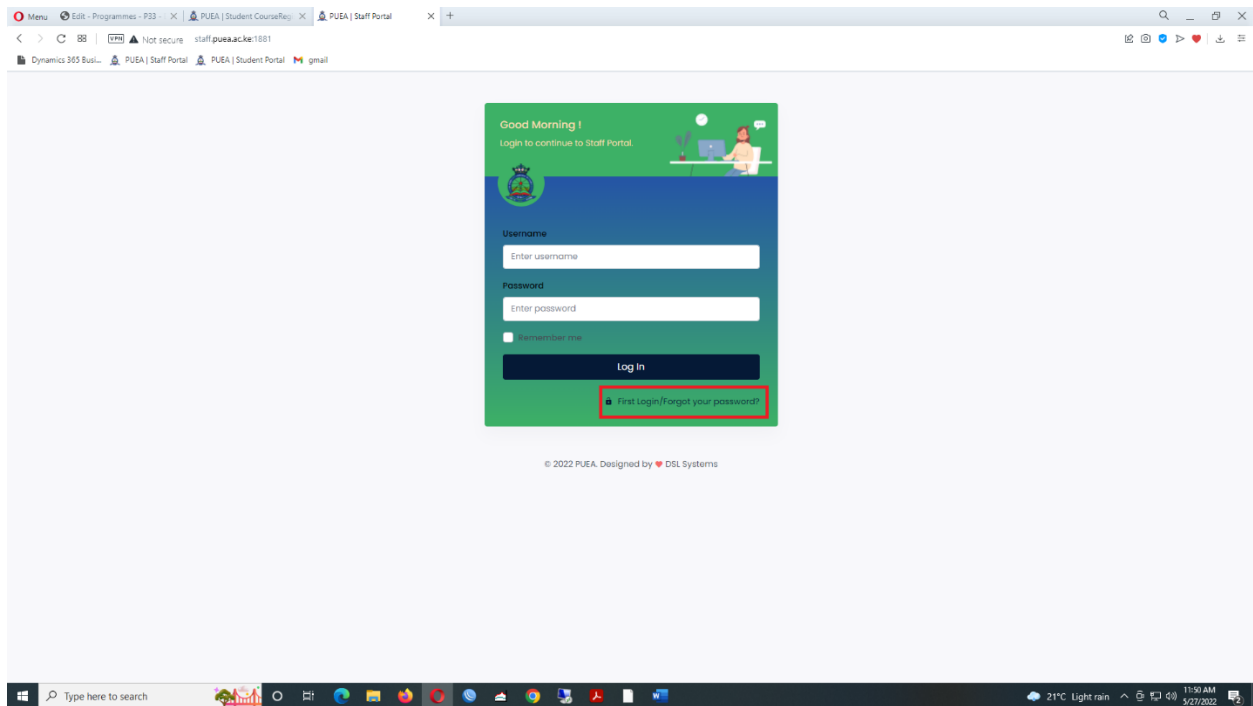
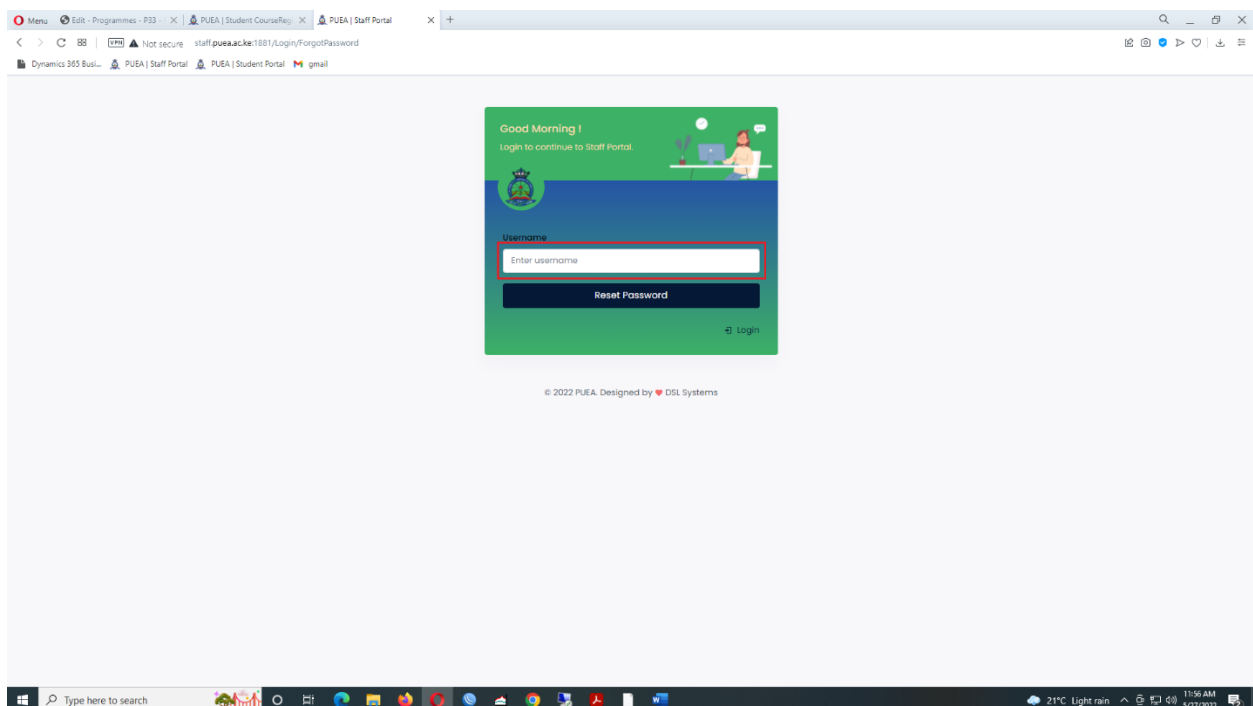


TUTORIAL ON HOW TO RESET YOUR STAFF PORTAL PASSWORD

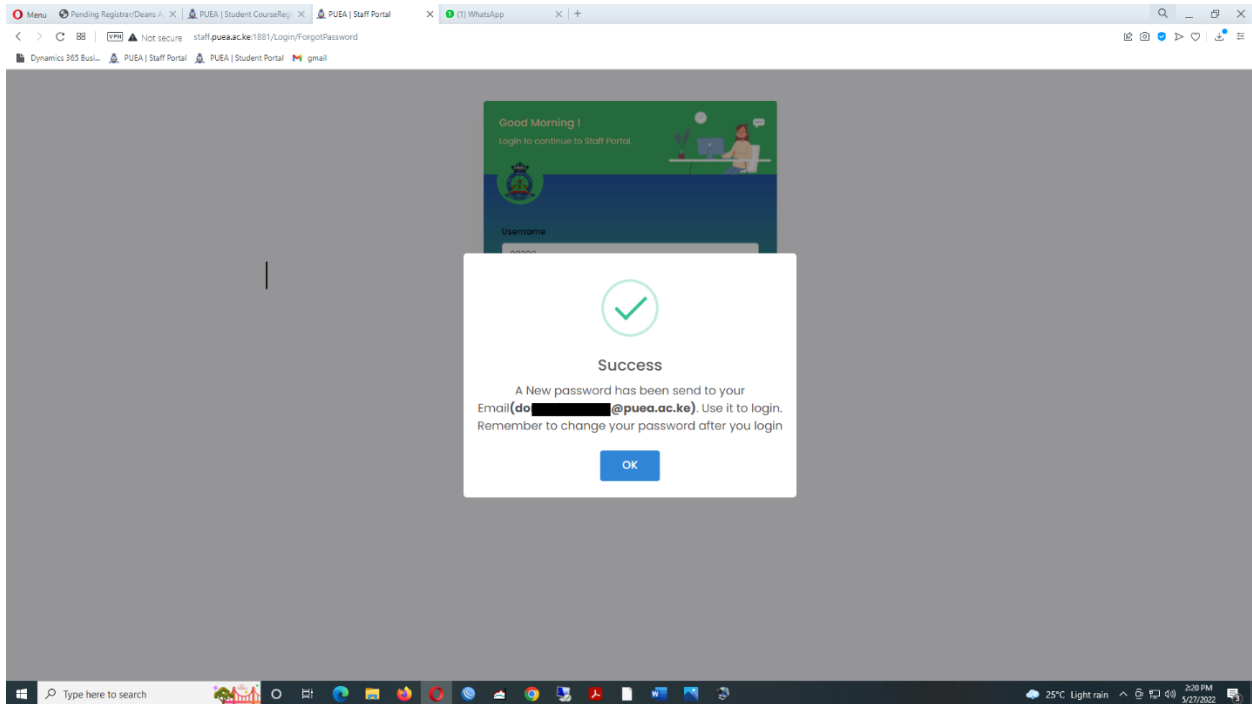
STEP 1: While on login page of the staff portal, click the **First Login/Forgot your password?** button.



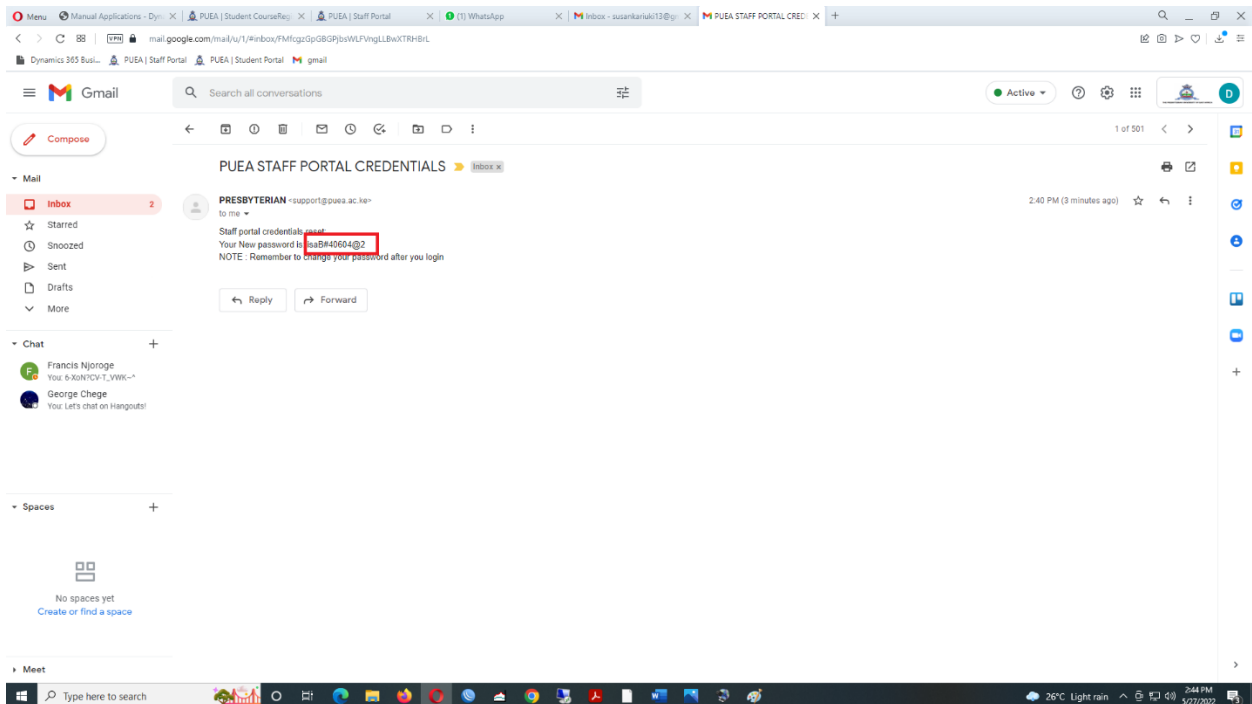
STEP 2: On the page that appears, enter your **PF Number** as your Username. Click the reset password button when done



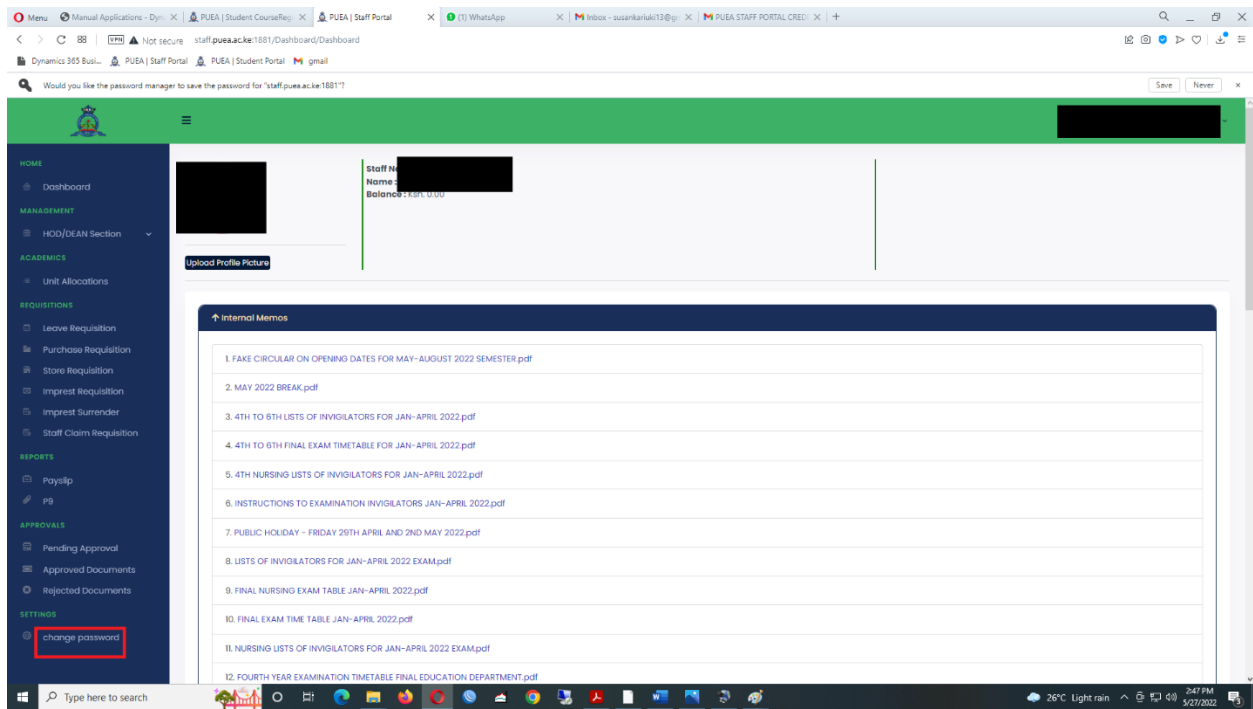
STEP 3: Your new password will be sent to the email displayed on the message. Login to that email to retrieve your password. Use the password to login into your staff portal.



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



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



The screenshot shows a web browser window with multiple tabs. The active tab is titled "PUEA | Staff Portal". The browser's address bar shows the URL "staff.puea.acke1881/Dashboard/Dashboard". The page features a green header with a logo on the left and a user profile area on the right. A dark blue sidebar on the left contains a menu with categories: HOME, MANAGEMENT, ACADEMICS, REQUISITIONS, REPORTS, APPROVALS, and SETTINGS. The "change password" option under the SETTINGS category is highlighted with a red rectangular box. The main content area displays a section titled "Internal Memos" with a list of 12 items, each with a number and a filename, such as "1. FAKE CIRCULAR ON OPENING DATES FOR MAY- AUGUST 2022 SEMESTER.pdf". The Windows taskbar at the bottom shows the date and time as 5/21/2022, 2:47 PM, and the weather as 26°C Light rain.