Welcome to BlueFinHR JobCenter!

I have forgotten or lost my password, how do I reset it?

If you have forgotten or lost your password. It is possible to have a new password assigned that will allow you to log in.

Login to Your Account

First click on the "User Login" located in the top right of the banner.

You should see in the main screen the Log In requirements. Similar to below.

User Name: [   ]
Password: [   ]

Log In

Forgot Password

Click on the "Forgot Password" link.

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You should be taken to the Recover Your Password. Similar to below.

Recover Your Password

Forgot Your Password? Enter your User Name to receive your password.

User Name: [ ]

Submit

Enter your
User Name.

The name you log
in under.

Then click on the
"Submit" button.

BlueFinHR

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Upon entering your user name and clicking Submit. You will be prompted by the message below.

Recover Your Password

Your temporary password will be sent to your email account within a few minutes. If you do not receive it within a reasonable period of time please check your spam or junk mail folder as sometimes it will be delivered there by your email account.

Login

A temporary password will be sent to your email address.

Check the email address that you provided when you created your account.

If you don't see an email from the Job Center be sure to check your spam or junk folders as depending on the email provider it could delivered there instead of to the in box.

Note: The temporary password may be complicated. It is a generated random password.

You can highlight this password, copy and paste it into the password field to log in.

Once logged in you can change that password to one more suitable to you.

Please see the Change Password tutorial for instruction on how to change your password.