If you are trying to sign in to the Employee Access Center but you have forgotten your password, please click on the "Forgot Your Password?" link under the "Sign In" button.

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THE FORGOTTEN PASSWORD SCREEN WILL LOOK LIKE THE ILLUSTRATION BELOW:

Enter your User ID (your work email) and click the "Submit" button.

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You will receive a link in your email.

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Forgotten Password	
An E-mail has been sent to you informing you of the next step required to reset your password.	
Email Address <u>or</u> User Id:	
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Once you click on the link, it will take you to a screen to create a new password.

If you are still having issues with signing on after attempting to change your password, please contact Sara Skraba at saras@summitesc.org.