



guHROO HRIS: reset username and password

Key Links:

- Website: guHRoo HRIS: <https://app.guhroo.co/>

Steps to reset username and password

While logged in as a client-admin user, navigate to the employee's profile. Under the Personal tab, click the "Manage" button on the top right of the panel. Under the menu that appears, choose "Change Username".



In the modal that appears, the username field is prefilled with the employee's current username. Update the field with the new username and click Submit to save. Duplicate usernames are not allowed, and so if the new username already exists, you will be alerted with an error message. Simply choose a different username if this happens.



The employee will receive an email notification with their new username.