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Logging on to and off of ResourceLink

This Work Instruction will guide you through the steps required to log on to and to log off of ResourceLink.

- 1 Starting ResourceLink and Logging on
- 2 Logging off
- 3 Changing your password



1 Starting ResourceLink and Logging on

1.1 Start Screen

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	Operator Password Off	

- 1.2 Type your User Name into the **Operator** field and press the **ENTER** key.
 - Pressing the TAB key will result in the following error message being displayed:



• Click **OK** to return to the logging on screen.

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Operator BMT1Y07	
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Change	
Continue Bassword	
Enter your operator password	CHANGE NUM M09751

1.3 Type in your password and press the **ENTER** key.

Note: the password disappears – do not be alarmed!!!

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Continue Change Off	
Password 20	
CHANGE NUM MD9751	<u> </u>

1.4 Click on the **Continue** button, which will now have become active.



2 Logging off

When you have finished a work session on the system, you must log off to prevent unauthorised access to HR data.

- Note: Failure to log off in the recommended manner can cause loss of data and/or create a security risk. Do not just turn off your PC.
- 2.1 Return to the ResourceLink main menu.
- 2.2 Click on the Log Off button.

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Person Work List	^ (ا	ResourceLink Main Menu			
Task History	(8)				
😰 Favourites	8	Pick a menu			
Edit Forwariles Pepolis Pesach for Human Object Peall Details Debug Tool Peall Screens Period Scr		Background Information Payroll Dianas		HR Employee Absence/Holidays System Administration	
Person Search	8	Additional Modules	6		
Suname		HR Tasks	6		
Initial:		or pick a task			
Nat Id No		E-HR View	4		

2.3 The ResourceLink log on screen is displayed.

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Continue Change Off	1
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Enter your operator name or OFF to exit system OH4NGE NUM MD9751	

2.4 Click on the **Off** button.

3 Changing your password

- You will be required to change your ResourceLink password every 90 days. The system will prompt you when you need to change your password. However you can to change your password at any time when you log in to ResourceLink or when you are logging out. To do this:
- 3.1 When you have logged on to the system, but before clicking the **Continue** button, click on the **Change Password** button.

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ResourceLink	<u>*</u>
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3.2 The following screen will be displayed:

General				
A new password is now re s out of date, or you hav	equired. This is be ve windowed for ch	cause your old p ange of passwoi	assword rd.	
Password				
Re-Enter				
Change Reason				
Proceed				
Dioceca				Exit

- 3.3 Type in the new password in the **Password** field. Your password has to be 8 characters long (these can be letters and/or numbers).
- 3.4 Click into the **Re-enter** field and retype the password.
 - The text markers disappear when you click into the next field.
- 3.5 Select a password change reason from the drop-down list:

MD97W02 Change Password				×
General				
A new password is now re-	quired. Th	is is because	your old password	
is out of date, or you have	e windowed	d for change (of password.	
Password				
Re-Enter				
Change Reason		-		
_	Code	Desc	Long Description	
	NEWADD	New User	New User	
	NEWOP	New Op	New Operator Added	
	SECURE	Security	Security Reasons	
<u>~</u>	TIME	Time	Time Expired	
🞎 <u>P</u> roceed				

This will usually be the "Time Expired" reason.

3.6 Click on **Proceed** button to change the password.

MD97W02 Change Password	×
General	
A new password is now required. This is because your old password is out of date, or you have windowed for change of password.	
Password	
Re-Enter	
Change Reason	
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- 3.7 To return to the log on screen *without* changing the password click on **Exit**.
- 3.8 You can then press **Continue** to start using ResourceLink, or **Off** to close the application down.