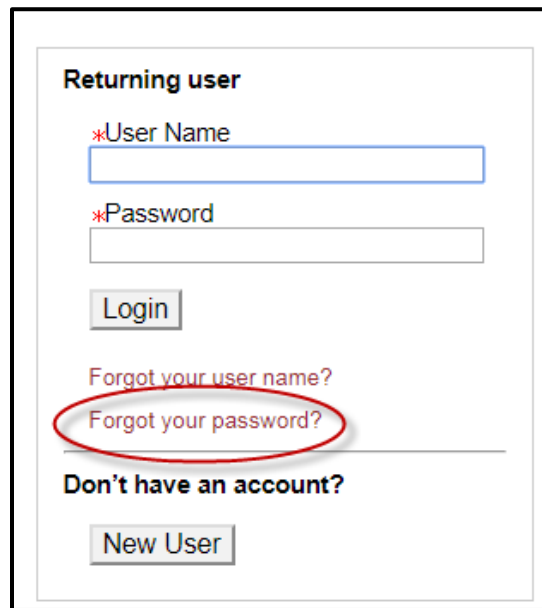


Forgot Password Function in Taleo

1. If you do not remember your password, you can use the Forgot Password option. From the Sign In page, click on **Forgot your password?** link under the login area.



Returning user

*User Name

*Password

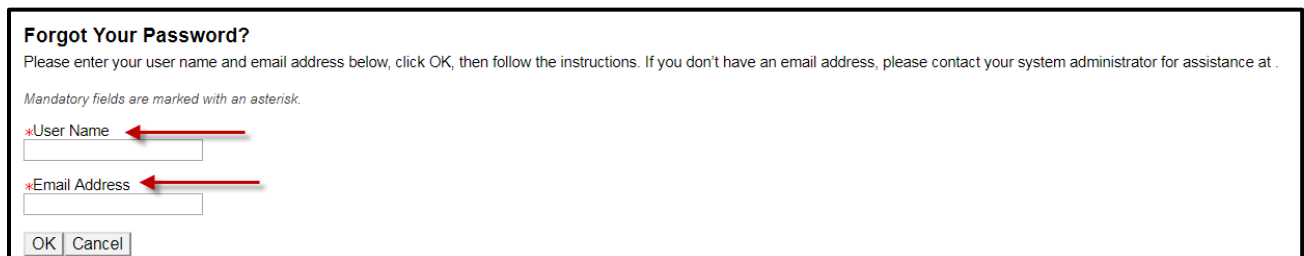
Login

[Forgot your user name?](#)
[Forgot your password?](#)

Don't have an account?

New User

2. On the next page, the system will prompt you to **enter your user name and email address**. You must use the email associated with your account in Taleo.



Forgot Your Password?

Please enter your user name and email address below, click OK, then follow the instructions. If you don't have an email address, please contact your system administrator for assistance at .

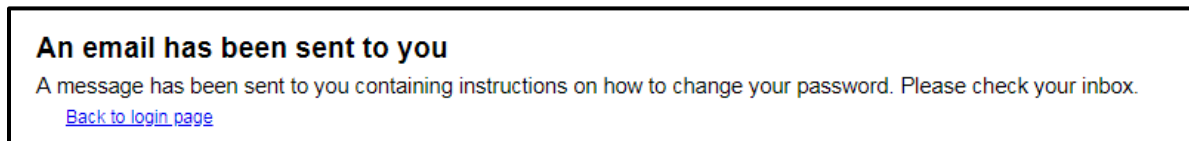
Mandatory fields are marked with an asterisk.

*User Name

*Email Address

OK Cancel

3. Click **OK** to have the system send you an email with an access code.



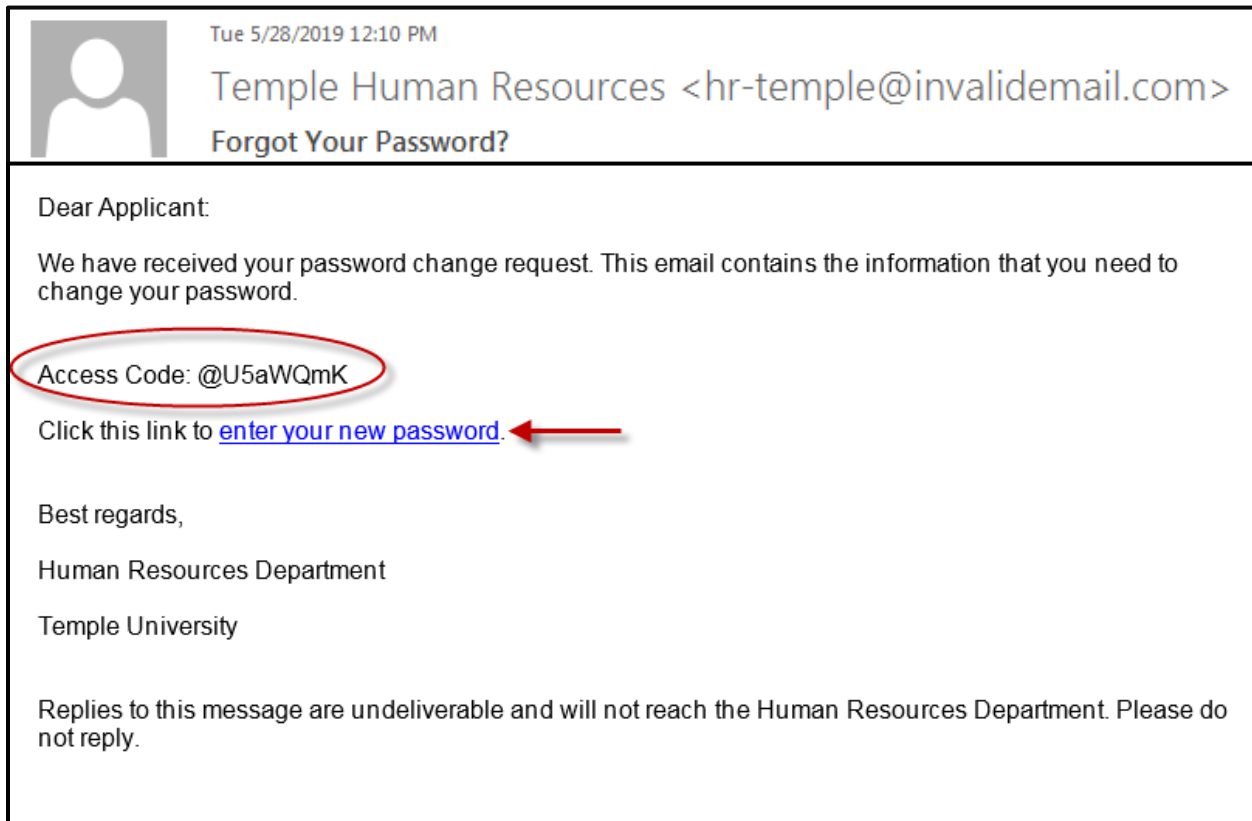
An email has been sent to you

A message has been sent to you containing instructions on how to change your password. Please check your inbox.

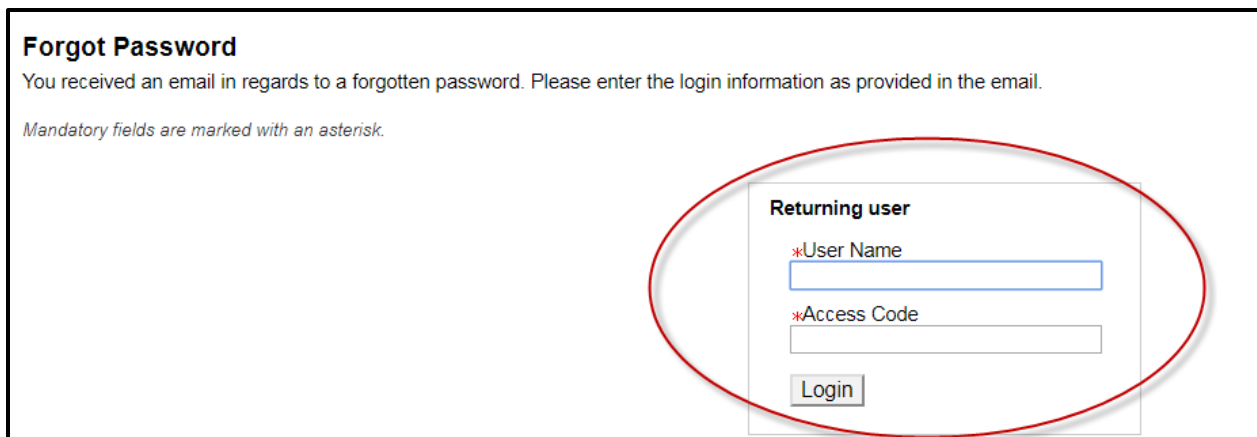
[Back to login page](#)

Forgot Password Function in Taleo

- The email from Taleo will contain an **access code**. Click on the **link** in the email sent by the system.



- You will be directed back to the website and asked to enter your **user name** and the **access code**. Please **copy and paste** the access code to ensure it is entered correctly.



Forgot Password Function in Taleo

6. On the next screen, you will be asked to enter the **access code** again and to create your **new password**. You will also need to retype the password to **confirm** it in the system. Click **OK** to save your password.

Change Password
This page allows you to change your password.
Mandatory fields are marked with an asterisk.

User Name
temple.user

*Access Code

*New Password

*Confirm New Password

OK Sign Out

7. If you do not meet the requirements for a Taleo password, the system will present an error and you will need to create a password that meets the requirements.

Password Requirements:

- Passwords **MUST**
 - Be between 6 and 32 characters
 - Contain at least one letter (upper or lower case)
 - Contain at least one numeric character
- Passwords **CANNOT**
 - Contain more than two identical consecutive characters (i.e. AAA, 111, !!!)
 - Contain your username

Temple User, you are signed in.

The password you entered is not valid
Please note that the password must respect the following rules:

- It must contain between 6 and 32 characters. Use only characters from the following set: ! # \$ % & () * + , - . / 0 1 2 3 4 5 6 7 8 9 : ; < = > ? @ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [\] _ ` a b c d e f g h i j k l m n o p q r s t u v w x y z { | } ~
- It must contain at least 1 letter(s) (A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z).
- It must contain at least 1 numeric character(s) (0 1 2 3 4 5 6 7 8 9).
- It must not contain more than 2 identical consecutive characters (AAA, iii, \$\$\$\$...).
- It must not contain your user name.

Change Password
This page allows you to change your password.

8. Once you have reset your password, you will be taken back to the login page. You will need to enter your user name and your newly created password to log into your profile.