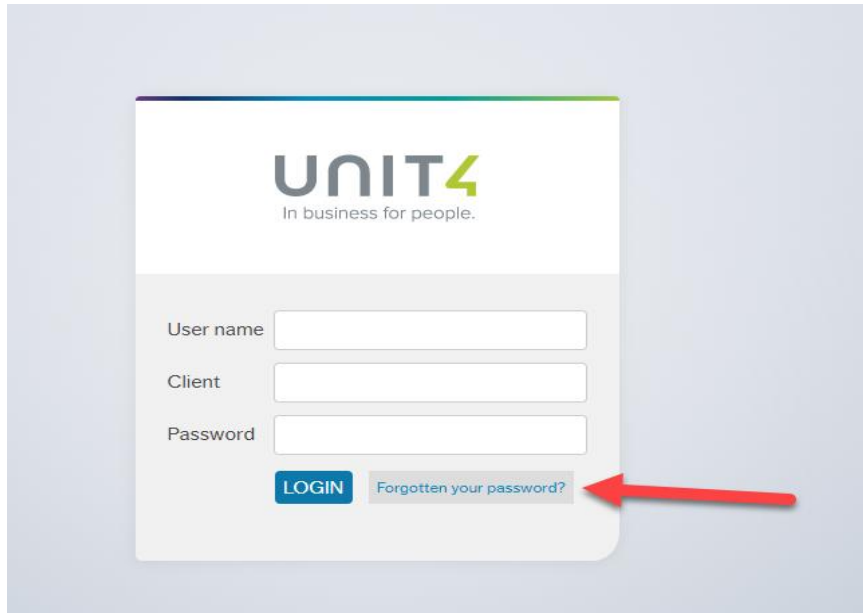


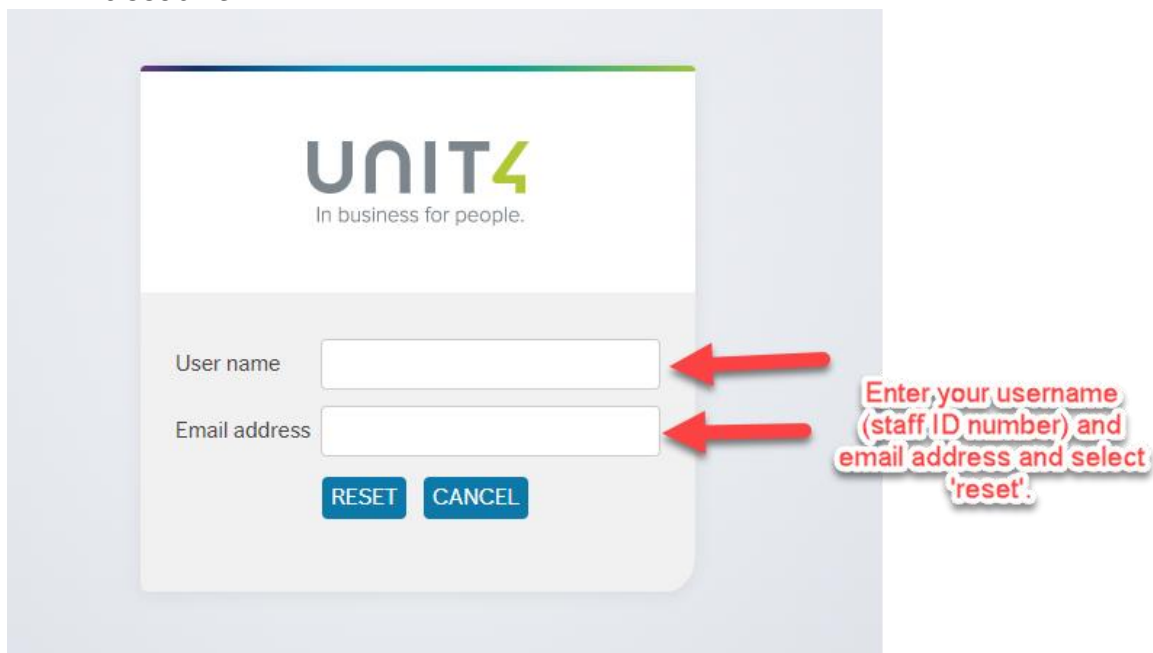
## **HOW TO RESET YOUR AGRESSO PASSWORD**

1. Navigate to the Agresso home page
2. <https://www.ucc.ie/en/agresso/> and select **"Login to Agresso"**
3. Select 'Forgotten Your Password'.



The screenshot shows the UNIT4 login interface. At the top, the logo 'UNIT4' is displayed with the tagline 'In business for people.' Below the logo are three input fields: 'User name', 'Client', and 'Password'. At the bottom of the form, there is a blue 'LOGIN' button and a link labeled 'Forgotten your password?'. A red arrow points to this link.

4. You will be asked for your username (staff number) and email address, this must be the email address setup against your user account.



The screenshot shows the password reset form. It features the UNIT4 logo and tagline at the top. Below are two input fields: 'User name' and 'Email address'. At the bottom, there are two buttons: 'RESET' and 'CANCEL'. Two red arrows point to the 'User name' and 'Email address' fields. To the right of the form, a text box contains the instruction: 'Enter, your username (staff, ID number) and email address and select 'reset'.'

5. You will be sent a temporary password to your email address.

6. Login to Agresso using this temporary password, **please note that the client is "UC"**

The image shows a login form with three input fields: 'User name', 'Client', and 'Password'. Below the fields are a blue 'LOGIN' button and a grey link that says 'Forgotten your password?'. A red arrow points from a text box 'Enter your temporary password' to the Password field.

7. Enter your temporary password in the "Old password" section and your new password in the next two sections.
8. Please Note
- a. Password must be a minimum of 8 letters
  - b. Password must be alphanumeric
  - c. Then select '**Change Password**'.

The image shows a 'CHANGE PASSWORD' form for UNIT4. At the top is the UNIT4 logo with the tagline 'In business for people.'. Below the logo is a yellow warning box with a triangle icon and the text 'Your password has expired. Please change password.'. The form has three input fields: 'Old password', 'New password', and 'Verify new password'. Below these fields is a blue 'CHANGE PASSWORD' button. To the right of the form, there are three numbered red arrows pointing to the input fields and the button, with a text box containing the instructions: '1. Enter temporary password.', '2. Enter in and verify new password.', and '3. Select 'Change Password''.