

RotaMaster

Staff Member - Password Rest Guide

When logging in to NetMaster, if you cannot remember your password, you will need to click the 'forgotten your password' link.

Login

Username

Password

[Forgotten your password?](#) [Forgotten your username?](#)

Sign in

Admin Login

You will then need to enter your username. This will send a password reset link to your email address, which will look like the below:

Dear Rupert Harris,

A request has been received to change the password for your account! Please follow this link to enter a new password: <https://PPE-Nightly-peopleplus-testing.rotamasterweb.co.uk/login/ProcessForgottenPwd?ForgottenPasswordCode=cf12aafd-8273-4832-bed5-2f8c50f72fe6&username=harrisrupert>

If you did not request a password change, please ignore this email.

Kind Regards,
RotaMaster Admin

When you click on the link you will be able to enter a new password.

Username

Request Password

The password must be between 8 and 16 characters long, contain an uppercase letter, a lowercase letter, a number and one of the following special characters #?!@\$\$%^&*-

RotaMaster

If you see this screen when clicking on the link:

Test PeoplePlus Web Portal

Password reset link has now expired

Then either you have waited more than 2 hours to change your password or you have requested a new password reset link since that one was generated.

Not getting the email? Check your spam folder! Still no email? Are you sure you have entered the right username? Use the forgotten username link to check.