



Password Reset Portal

User Manual

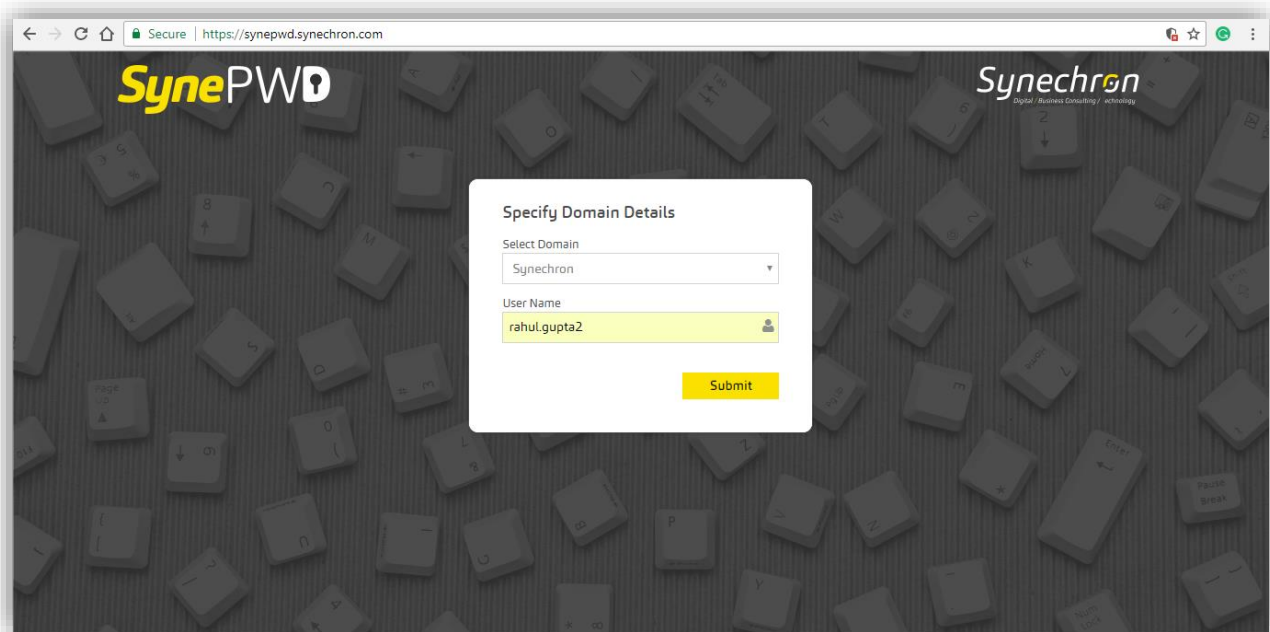
VERSION 1.0

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LOGIN

Provide your domain username and click on Submit button.



Secure | <https://synepwd.synechron.com>

SynePWD **Synechron**
Digital / Business Consulting / Technology

Specify Domain Details

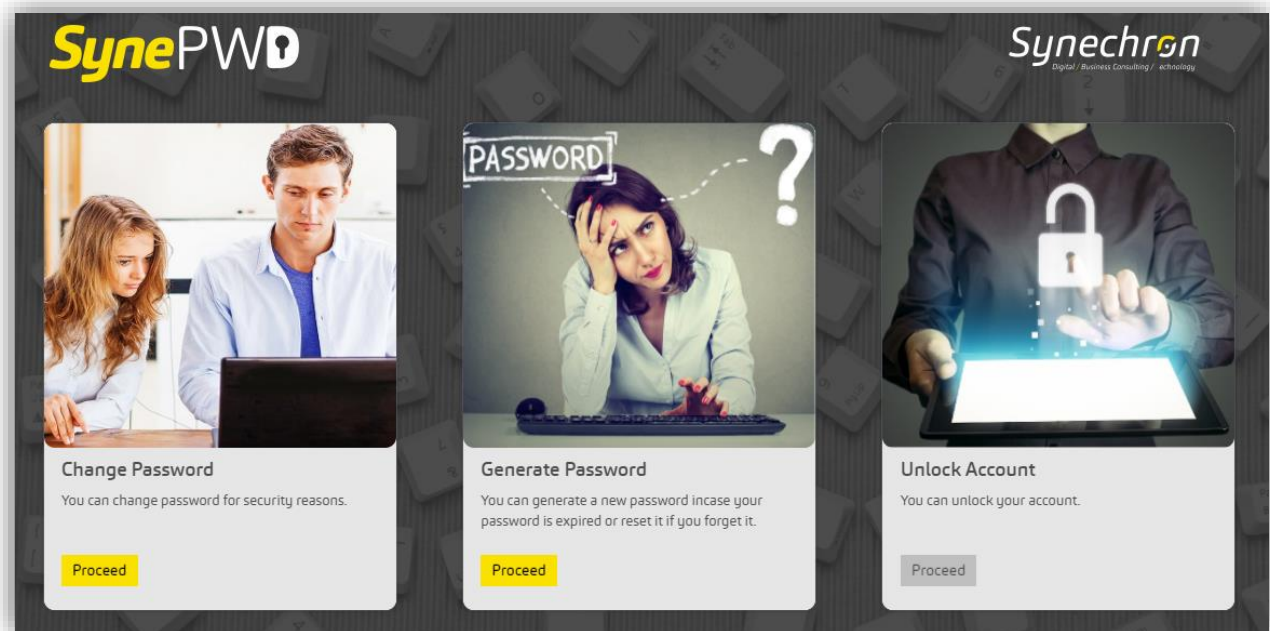
Select Domain
Synechron

User Name
rahu.gupta2

Submit

OPERATIONS

You will be redirected to home page of the portal, where you can see the options enabled based on your account status.



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Change Password
You can change password for security reasons.
Proceed

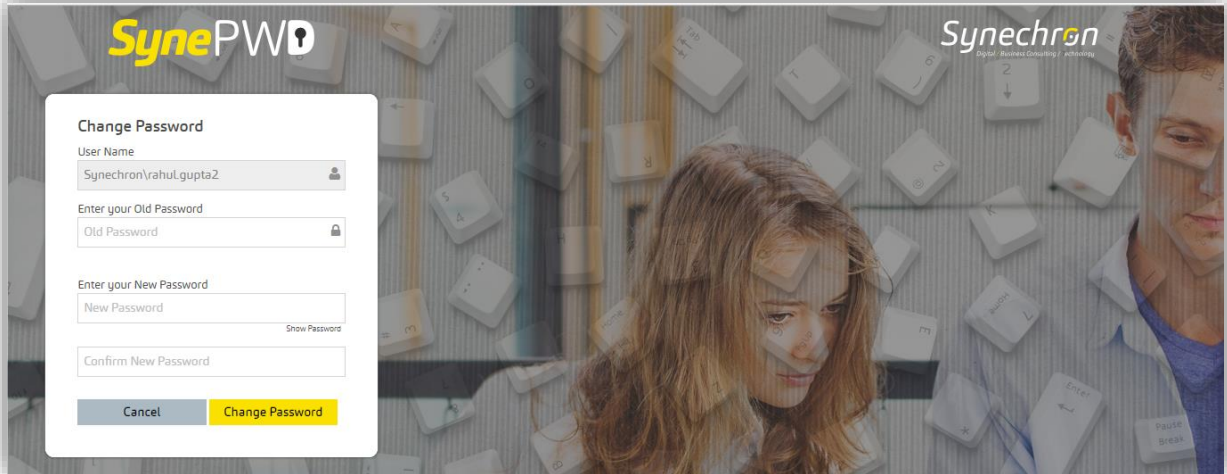
Generate Password
You can generate a new password incase your password is expired or reset it if you forget it.
Proceed

Unlock Account
You can unlock your account.
Proceed

CHANGE PASSWORD

You can use this option to change your password. Change password option will be enabled only if all the below conditions are met:

- Your account shouldn't be locked in Active directory.
- Your account shouldn't have expired in Active directory.

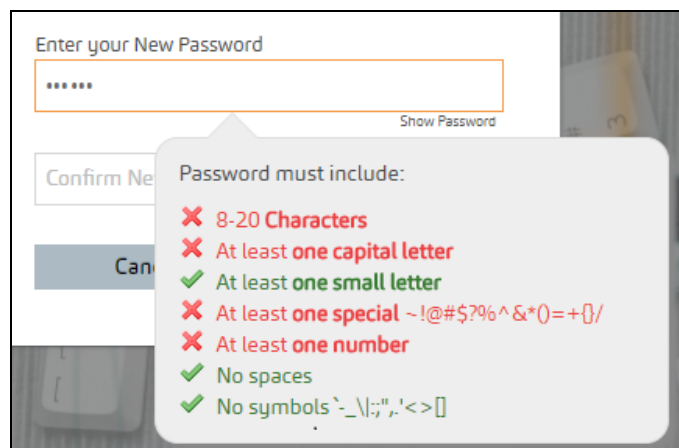


Here you need to specify your current password and new password. New password should be according to the Synechron password policy as mentioned below:

- Password must include minimum 8 and maximum 20 characters
- Password must include at least one capital letter
- Password must include at least one small letter
- Password must include at least one special character ~!@#\$?%^&*()=+{}/
- Password must include at least one number
- No Space character is allowed
- No Symbols are allowed `~_|:;\",.'<>[]
- Password shouldn't be repeated, last 10 passwords are not allowed

As you type New Password, the system will assist you in specifying the appropriate password in line with the password policy.

Click on **Change Password** button to change the password.



GENERATE PASSWORD

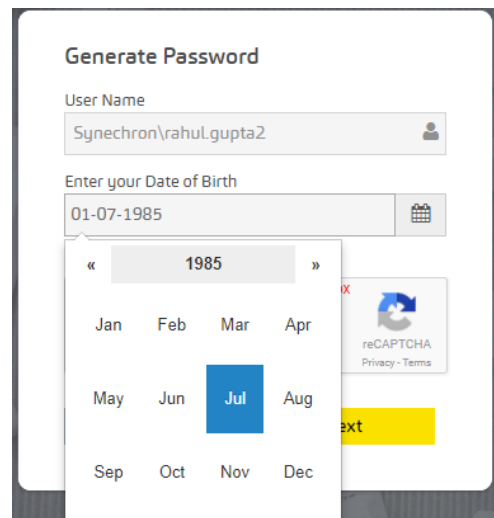
You can use this option to generate a New Password, in case your account has expired or you have forgotten your password.

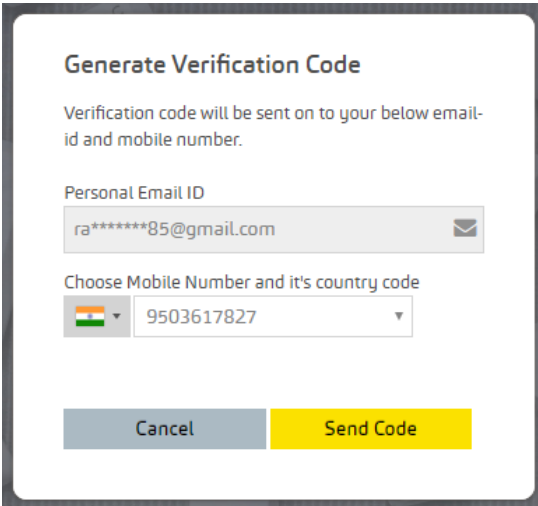


Please follow the below illustrated steps:

Step 1: You need to provide your date of birth as per the Synechron HRMS records and validate the reCAPTCHA. Click on calendar icon and choose appropriate date, month and year.

Tip: Click on calendar month header to switch between Years & Months.





Generate Verification Code

Verification code will be sent on to your below email-id and mobile number.

Personal Email ID
ra*****85@gmail.com

Choose Mobile Number and it's country code
9503617827

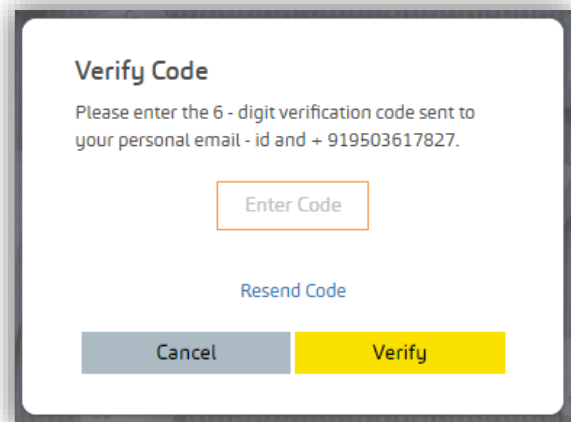
Cancel Send Code

Step 2: On Generate Verification Code screen, your personal mail ID and mobile number details will be displayed from our HRMS records. Choose appropriate mobile number to receive the verification code.

Note: Personal mail ID or mobile number is required mandatorily to Generate Password. Please make sure these details are updated in HRMS.

Step 3: You will receive the Verification code on your personal mail ID and selected mobile number via SMS. This code will be valid for 10 minutes from the time of its generation.

Enter code which you received and click on Verify button. On successful verification of the code, system will auto generate the new password and send it onto your personal mail ID.



Verify Code

Please enter the 6 - digit verification code sent to your personal email - id and + 919503617827.

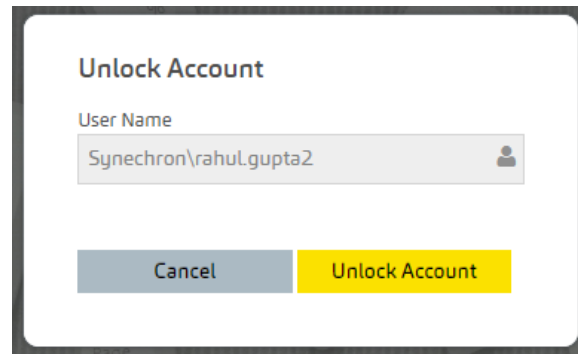
Enter Code

Resend Code

Cancel Verify

UNLOCK ACCOUNT

Unlock account option will be enabled only if your account is locked in Active directory. This option will allow you to unlock your account by simply clicking on the button.



The image shows a dialog box titled "Unlock Account". It contains a "User Name" label above a text input field. The input field contains the text "Synchron\rahul.gupta2" and has a small user icon on the right side. Below the input field are two buttons: a grey "Cancel" button and a yellow "Unlock Account" button.