



Username & Password? Oh, I Forgot!

Forgot, your username or password? We've got you covered. Follow these steps and you will recover your information in no time:

1. Click the Forgot **Username** or **Password** link.



Hold up, one thing to check first. Do you have an email address attached and verified to your account?

If not, these steps won't work, and you will have to contact your supervisor or the Fourth Help Desk.

2. When the window below displays enter the email address associated with your account.
3. Click the **Continue** button.

2. When the window below displays enter the Username associated with your account.
3. Click the **Continue** button.



An email with the requested information is sent to your accounts associated email address.



Still having issues? Contact Customer Support:

<https://help.hotschedules.com/hc/en-us/articles/222476127-Contact-Us-Customer-Support>