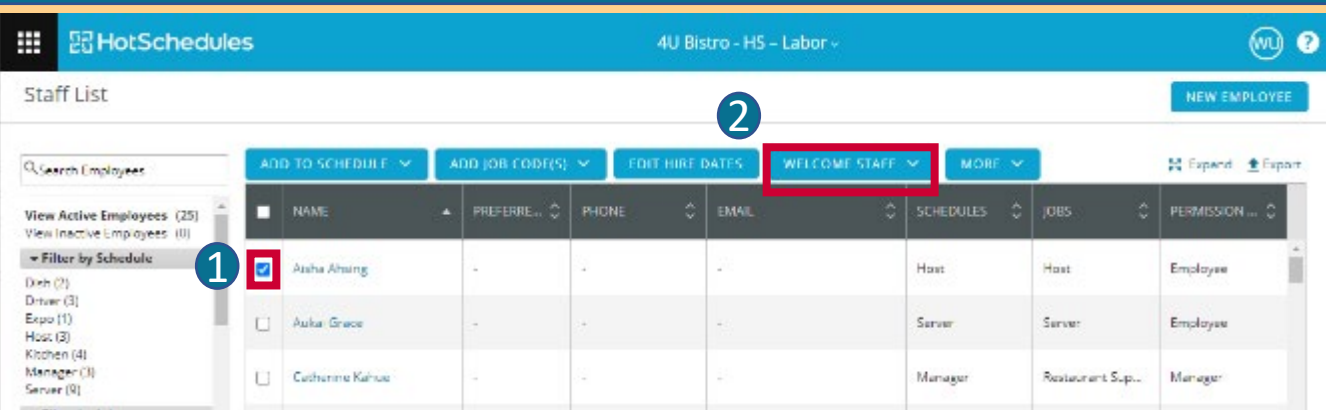


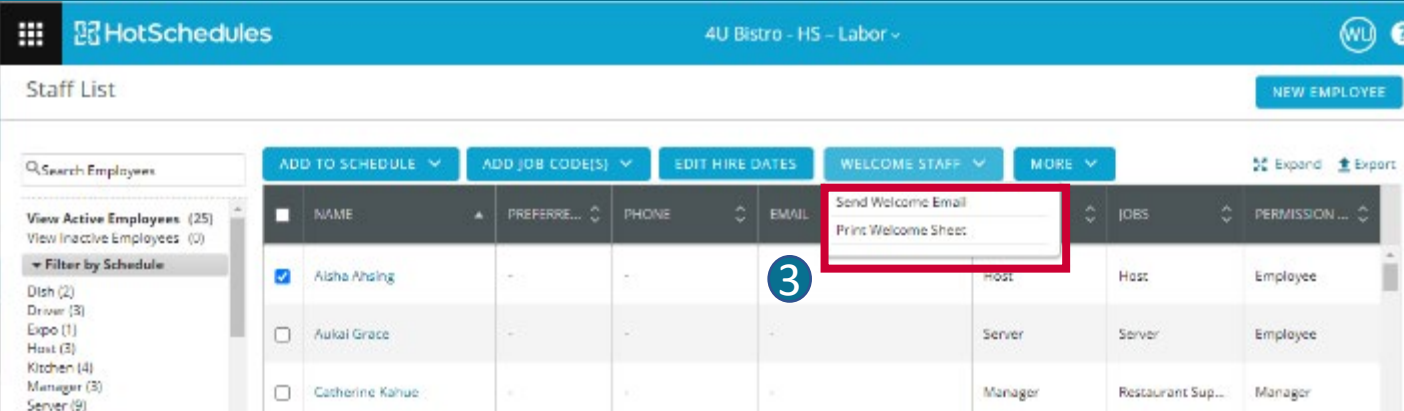


Help an employee out?



Employee(s) forgets their username or password? We've got you covered. Follow these steps to resend the welcome letter or print it from the Staff List screen:

1. Click the checkbox next to employee name.
2. Click the **Welcome Staff** drop down arrow.

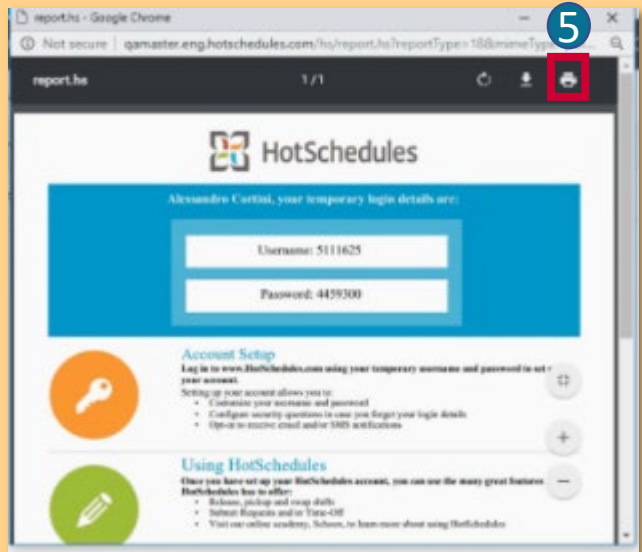


3. Choose the option that applies:
 - **Send Welcome Email** to users who have a valid email address in Hot Schedules.
 - **Print Welcome Sheet** for users who need a hard copy.



4. If you chose to print, select the language and the **Print** button.

5. The Welcome Sheet opens in a New Window. You can print it by clicking the **Print** icon.



Still having issues? Contact Customer Support:

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