



Cheat Sheet

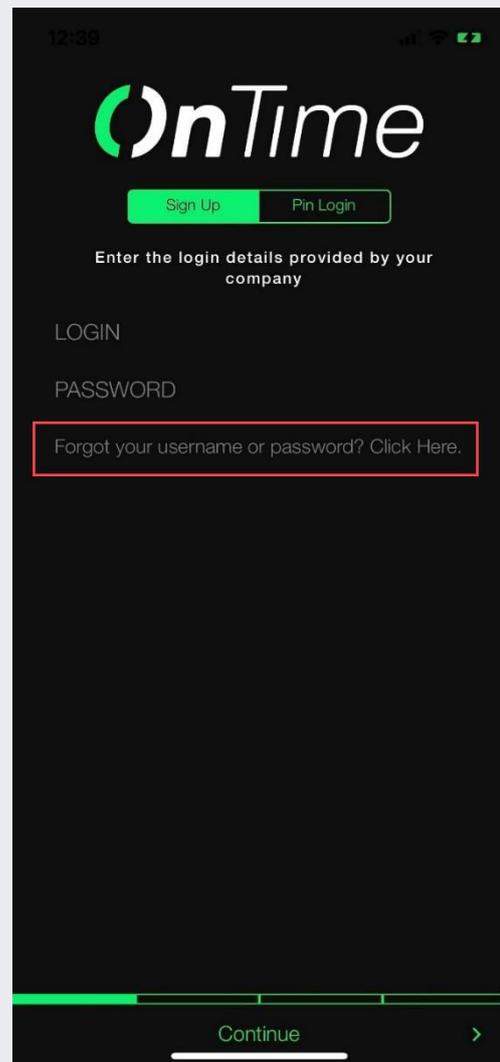
Reset password

If you have forgotten your password or receive an error stating you have entered the wrong password, you may need to rest it. Here's how to do it:

Select the Forgot your username or password option

1. In OnTime, tap on the "Forgot your username or password" option

Alternatively, you can go to <https://passwordreset.wilsongroupau.com/>



OnTime Mobile App



- 2. You will be directed to the Wilson Self-service Password Reset facility

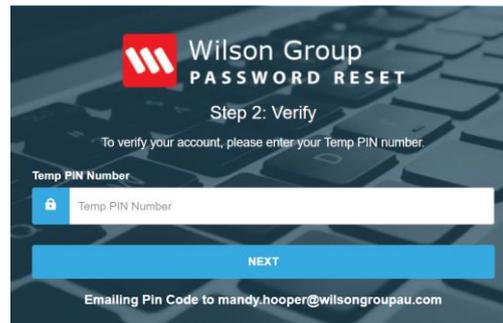


- 3. Enter your employee ID and click Next

If you receive an error stating your username is not found, you will need to log a support request to group IT to have this enabled. Please email myit@wilsongroupau.com . Please ensure you provide your full time and employee ID in the email



- 4. A four-digit PIN will be sent to the email address registered on your account. The email address used is displayed on the screen



If this is not your current email address, you will need to log a support request to group IT to have this changed. Please email myit@wilsongroupau.com. Please ensure you provide your full time and employee ID in the email



OnTime Mobile App



5. Enter the PIN that was provided to you in the email and click next

The screenshot shows the 'Step 2: Verify' screen of the Wilson Group Password Reset process. At the top, the Wilson Group logo is on the left, and the text 'Wilson Group PASSWORD RESET' is on the right. Below this, it says 'Step 2: Verify' and 'To verify your account, please enter your Temp PIN number.' There is a text input field labeled 'Temp PIN Number' with a lock icon on the left and four asterisks in the field. Below the input field is a blue button labeled 'NEXT'. At the bottom, it says 'Pin expires in 10 minutes...'.

6. You can then specify a new password and confirm it before clicking reset

The screenshot shows the 'Step 3: Reset Password' screen of the Wilson Group Password Reset process. At the top, the Wilson Group logo is on the left, and the text 'Wilson Group PASSWORD RESET' is on the right. Below this, it says 'Step 3: Reset Password' and 'Please either unlock or reset your account password below.' There are two text input fields: the first is labeled 'New Password' and the second is labeled 'Confirm Password', both with lock icons on the left. Below the input fields is the text 'Account Status: Active'. At the bottom is a blue button labeled 'RESET'.

Need help? Contact your supervisor



PROTECTING



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