

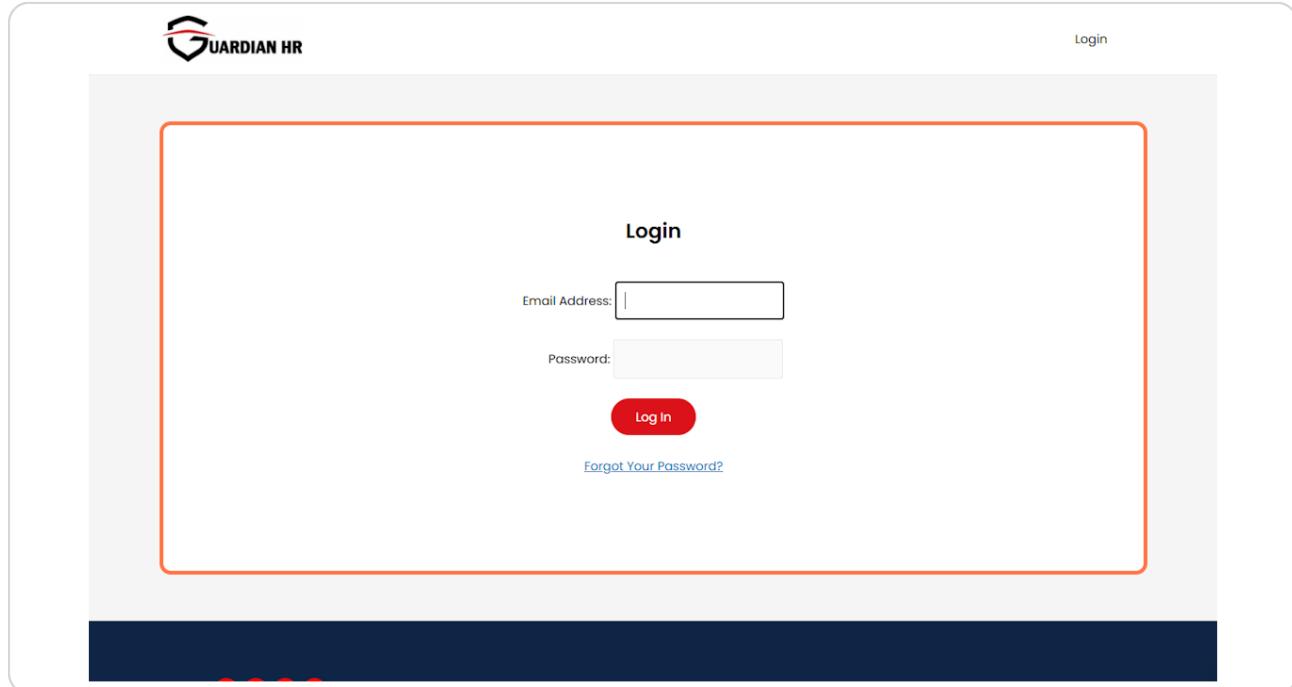
# GHR Trainee Reset Password Step by Step...

6 Steps 

Updated: 10-13-2025

## STEP 1

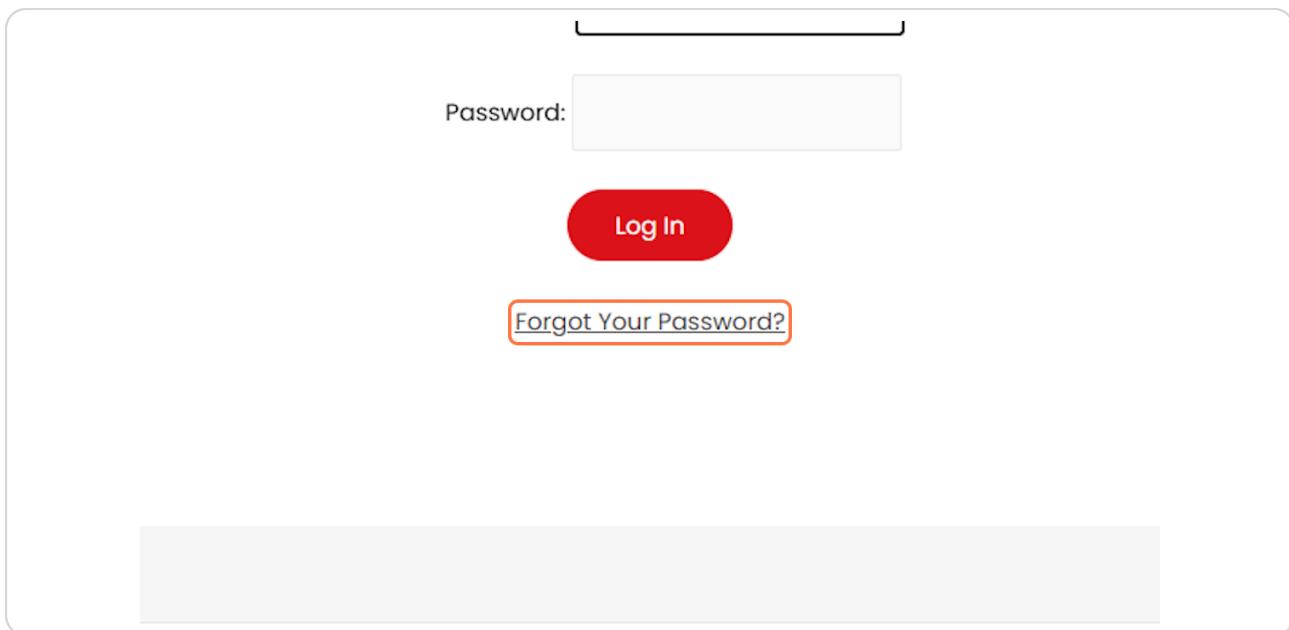
When landing on our login page to begin your training, you can select Forgot Your Password to reset or simply change the password that was provided to you when you were enrolled for training.



The screenshot shows the Guardian HR login interface. At the top left is the Guardian HR logo, and at the top right is a 'Login' link. The main area is titled 'Login' and contains two input fields: 'Email Address:' and 'Password:', both with placeholder text. Below these fields is a red 'Log In' button. At the bottom of the page, there is a link labeled 'Forgot Your Password?'. A large red rectangular box highlights the 'Forgot Your Password?' link.

## STEP 2

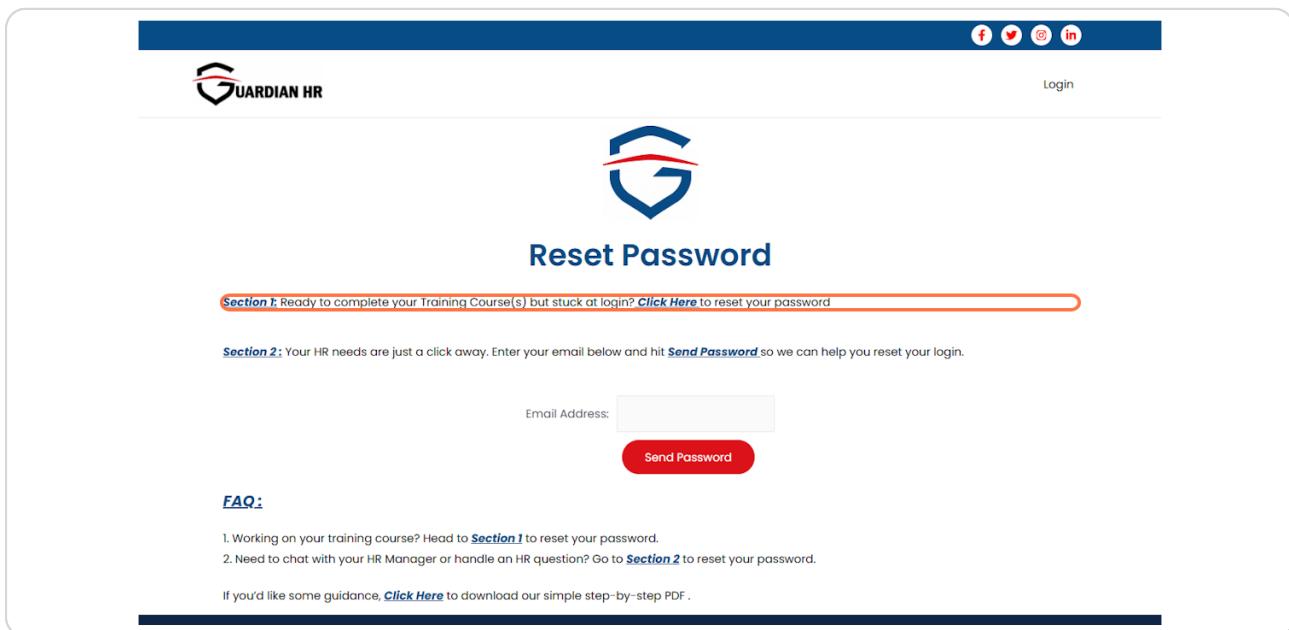
Click on **Forgot Your Password**.



The image shows a login interface. At the top, there is a text input field labeled "Password:" and a red "Log In" button. Below these, a link labeled "Forgot Your Password?" is highlighted with a red rectangular border. The background of the page is white, and there is a large, semi-transparent gray rectangular overlay at the bottom.

## STEP 3

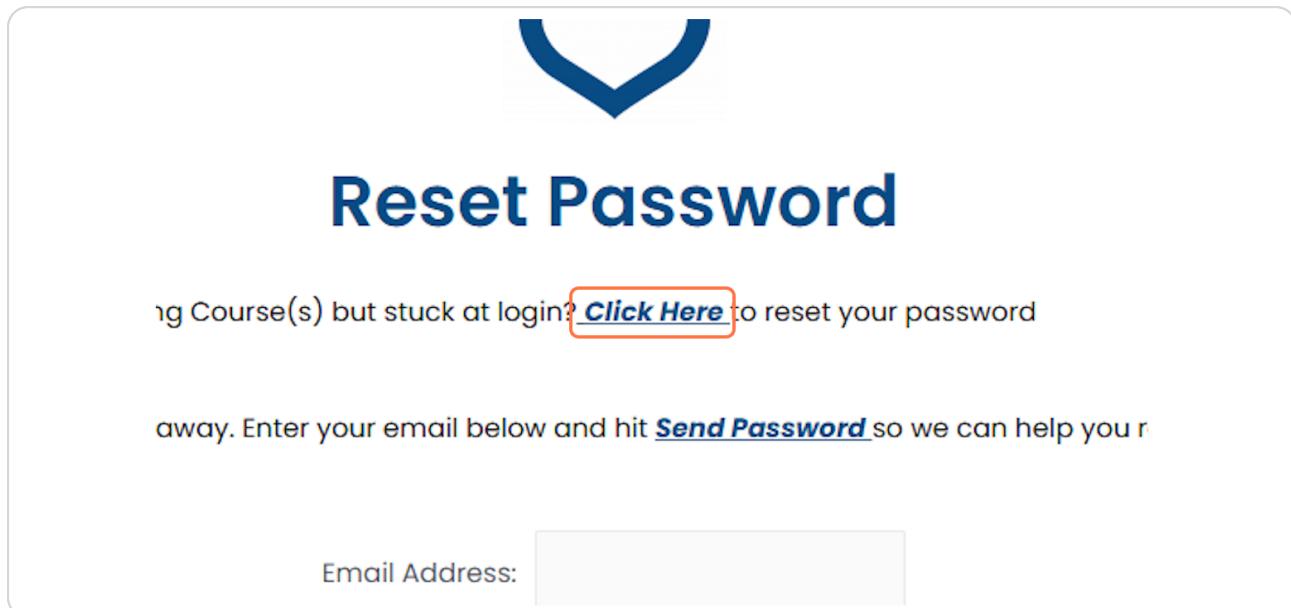
**VERY IMPORTANT: For a trainee to reset their password, you must click on the link within Section 1 to be taken to correct screen for our system to register your request.**



The image shows a "Reset Password" page. At the top, there is a "GUARDIAN HR" logo, a dark blue header bar with social media icons (Facebook, Twitter, LinkedIn), and a "Login" link. The main section features a large blue "G" logo and a "Reset Password" button. Below the button, there is a red horizontal bar containing the text: "Section 1: Ready to complete your Training Course(s) but stuck at login? [Click Here](#) to reset your password". Further down, there is another red horizontal bar containing the text: "Section 2: Your HR needs are just a click away. Enter your email below and hit [Send Password](#) so we can help you reset your login." A text input field for "Email Address:" and a red "Send Password" button are located below this. At the bottom, there is a "FAQ:" section with two numbered items: "1. Working on your training course? Head to [Section 1](#) to reset your password." and "2. Need to chat with your HR Manager or handle an HR question? Go to [Section 2](#) to reset your password." A note at the bottom says: "If you'd like some guidance, [Click Here](#) to download our simple step-by-step PDF." A dark blue footer bar is at the very bottom.

## STEP 4

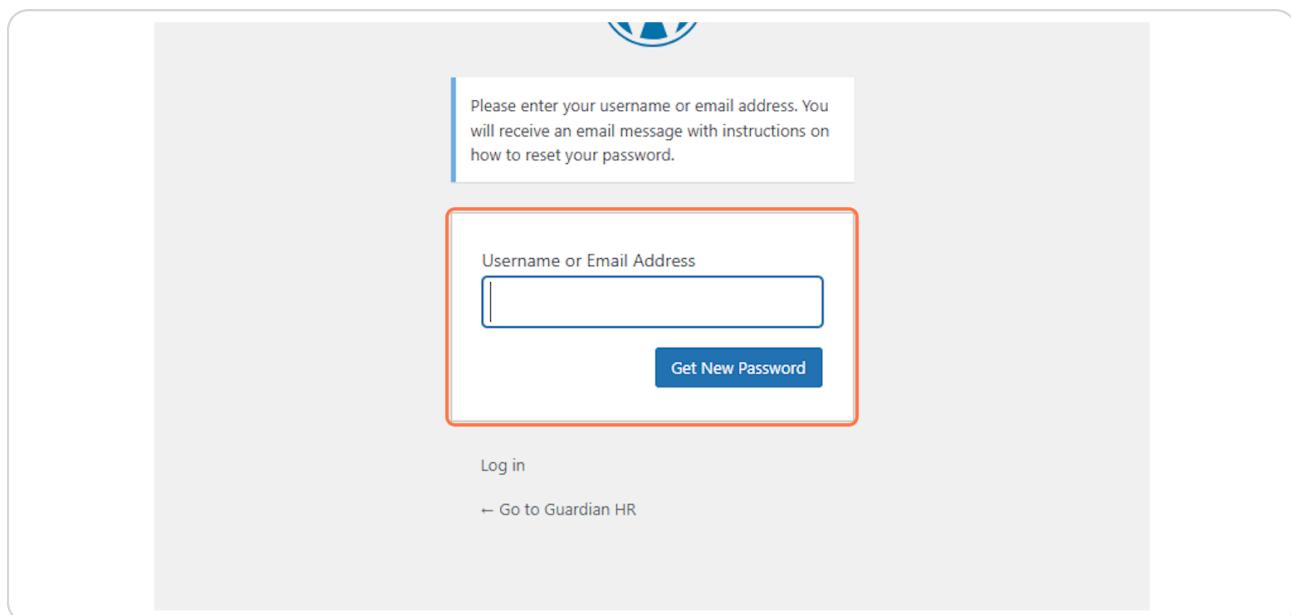
**VERY IMPORTANT: For a trainee to reset their password, you must click on the link within Section 1 to be taken to correct screen for our system to register your request.**



The image shows a screenshot of a web page titled "Reset Password". At the top, there is a blue logo consisting of a stylized 'G' and 'H' intertwined. Below the logo, the title "Reset Password" is displayed in a large, bold, blue font. Under the title, there is a message: "Trying Course(s) but stuck at login? [Click Here](#) to reset your password". Below this message, there is a text input field labeled "Email Address:" followed by a placeholder text area. The entire form is contained within a light gray rounded rectangle.

## STEP 5

**Once on this screen you will enter your email address and click on Get New Password.**

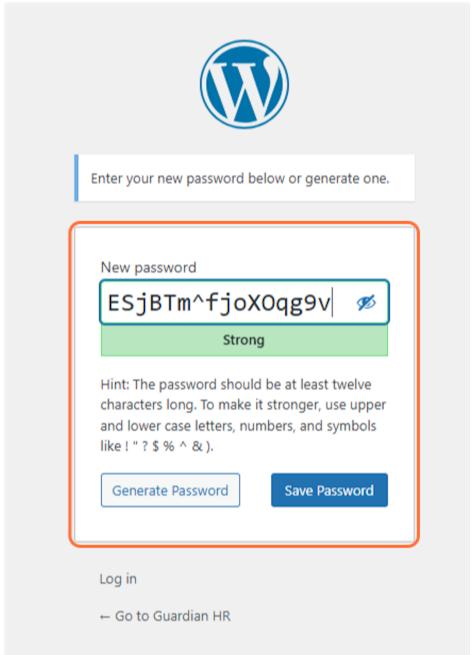


The image shows a screenshot of a web page for password recovery. At the top, there is a blue logo consisting of a stylized 'G' and 'H' intertwined. Below the logo, there is a message: "Please enter your username or email address. You will receive an email message with instructions on how to reset your password." Below this message, there is a form with a red border. The form contains a text input field labeled "Username or Email Address" and a blue "Get New Password" button. At the bottom of the page, there are links for "Log in" and "← Go to Guardian HR". The entire form is contained within a light gray rounded rectangle.

## STEP 6

Then you will receive an email with the link to this page where you can either:

1. have the system generate a password for you (on the left) 2. you can remove the text and enter the password you wish to have. The requirements for a custom password are below the text box.



The screenshot shows a password reset interface. At the top is the WordPress logo. Below it is a text input field with the placeholder "Enter your new password below or generate one." A large orange box highlights a password input field containing "ESjBTm^fjoX0qg9v". To the right of this field is a "Strong" status indicator with a lock icon. Below the input field is a hint: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! ? \$ % ^ &)." At the bottom of the highlighted area are two buttons: "Generate Password" and "Save Password". Below the highlighted area are links for "Log in" and "← Go to Guardian HR".

