

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.

GUARDIAN HR

Login

Login

Email Address:

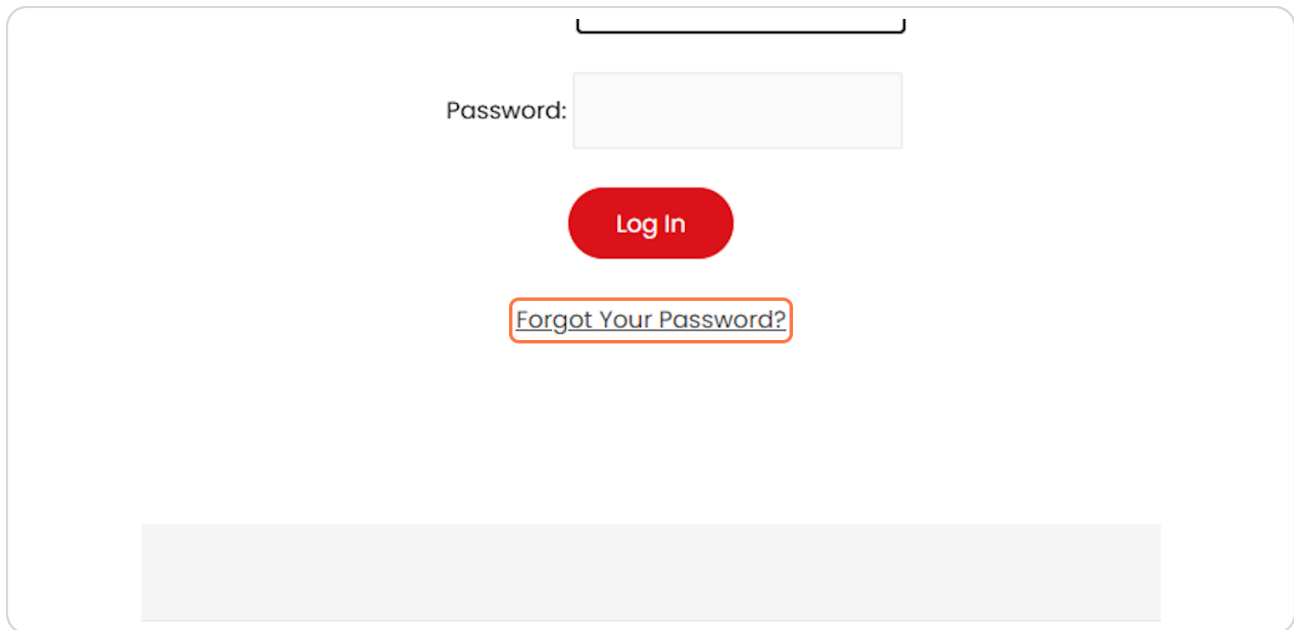
Password:

Log In

[Forgot Your Password?](#)

STEP 2

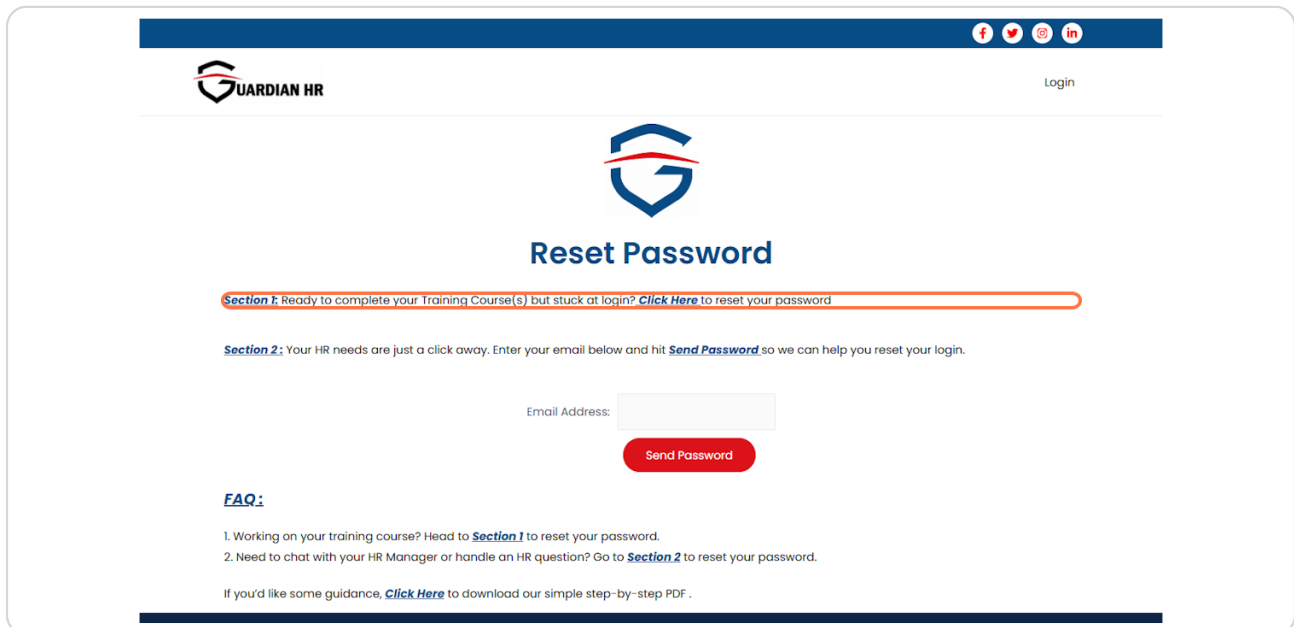
Click on Forgot Your Password.



A screenshot of a login interface. At the top, there is a horizontal line. Below it, the text "Password:" is followed by a light gray rectangular input field. Underneath the input field is a red rounded rectangular button with the text "Log In" in white. Below the button is a link "Forgot Your Password?" which is highlighted with a red rectangular border. At the bottom of the form area is a wide, light gray rectangular bar.

STEP 3

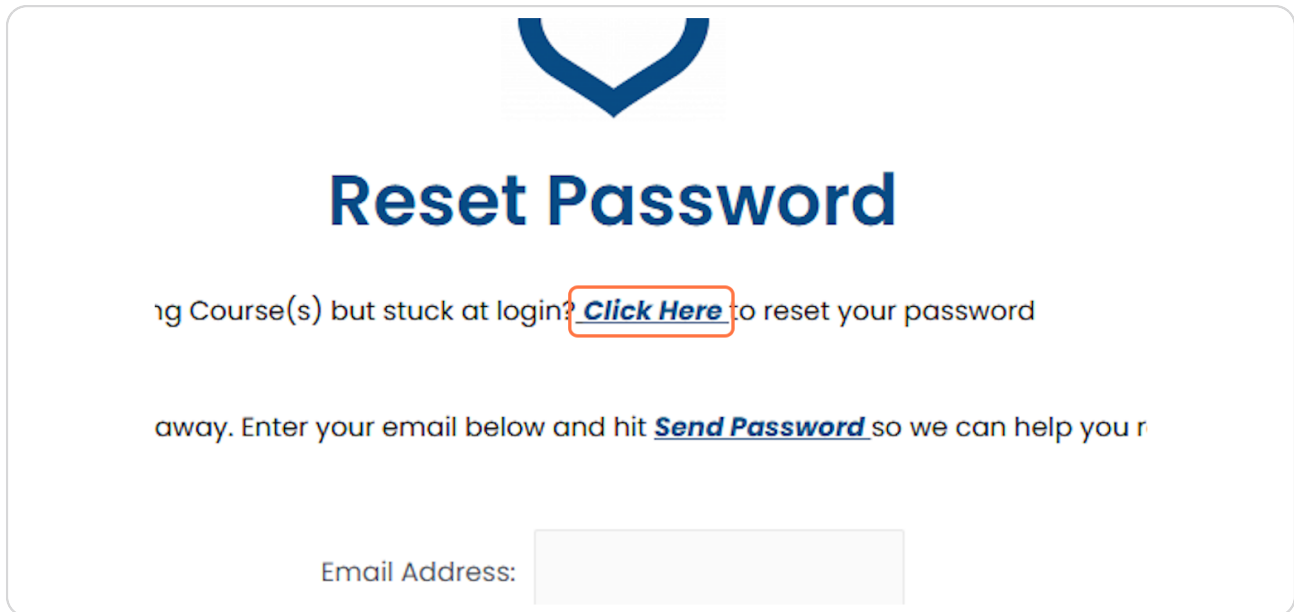
VERY IMPORTANT: For a trainee to reset their password, you must click on the link within Section 1 to be taken to correct screen for our system to register your request.



A screenshot of the "Reset Password" page on the Guardian HR website. The page has a dark blue header with the Guardian HR logo on the left and social media icons (Facebook, Twitter, Instagram, LinkedIn) on the right. Below the header, the text "Login" is visible. The main content area features the Guardian HR logo and the title "Reset Password" in a large, bold, blue font. Below the title, there are two sections: "Section 1: Ready to complete your Training Course(s) but stuck at login? [Click Here](#) to reset your password" and "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." Below these sections is a form with the label "Email Address:" and a light gray input field. Below the input field is a red rounded rectangular button with the text "Send Password" in white. At the bottom, there is an "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." Below the FAQ section is a link: "If you'd like some guidance, [Click Here](#) to download our simple step-by-step PDF."

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.



Reset Password

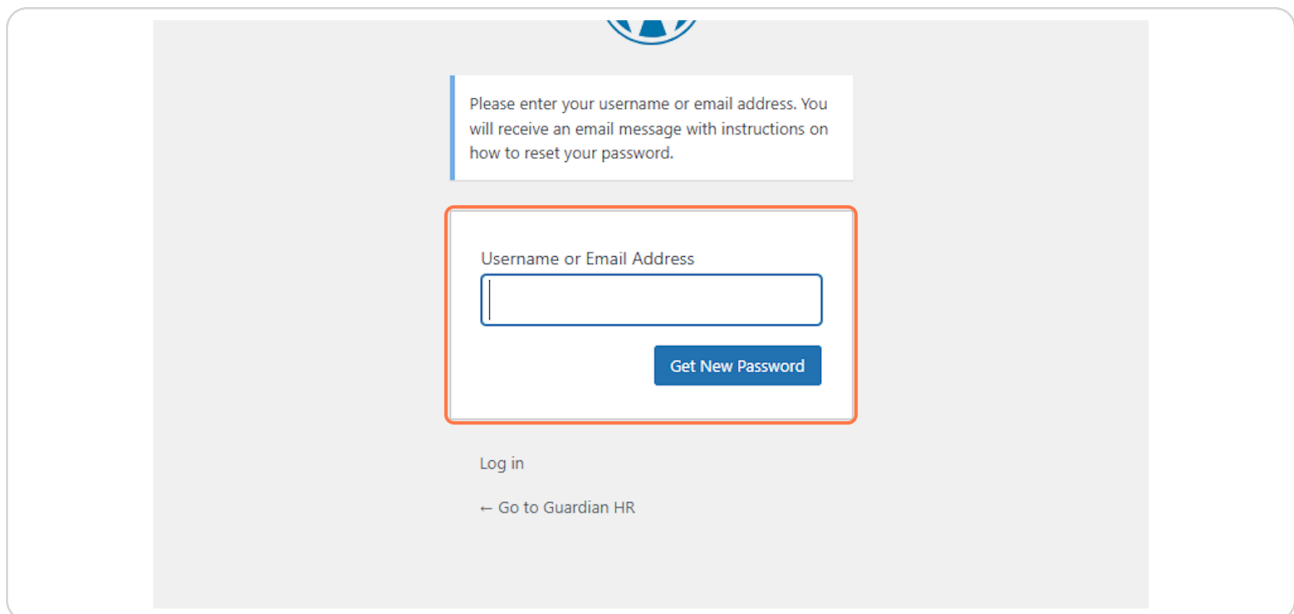
Having completed your Training Course(s) but stuck at login? [Click Here](#) to reset your password

If you are stuck away. Enter your email below and hit [Send Password](#) so we can help you reset your password

Email Address:

STEP 5

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



Please enter your username or email address. You will receive an email message with instructions on how to reset your password.

Username or Email Address


[Get New Password](#)

[Log in](#)

[Go to Guardian HR](#)

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 image shows a WordPress password creation interface. At the top is the WordPress logo. Below it is a text box with the instruction "Enter your new password below or generate one." The main section is titled "New password" and contains a password input field with the text "ESjBTm^fjoX0qg9v" and a strength indicator "Strong". 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 this section are two buttons: "Generate Password" and "Save Password". Below the main section are links for "Log in" and "Go to Guardian HR".

Enter your new password below or generate one.

New password

ESjBTm^fjoX0qg9v

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

Generate Password Save Password

Log in

Go to Guardian HR

