

# ERM Quick Guide

## Reset forgotten password

**Target audience:** Applicant and Review users in ERM.

### Summary

This quick guide explains how to reset your forgotten ERM password.

### Forgotten Password

1. When logging in as an applicant, if the password entered is incorrect an error message will appear.
2. Click on Forgotten Password.



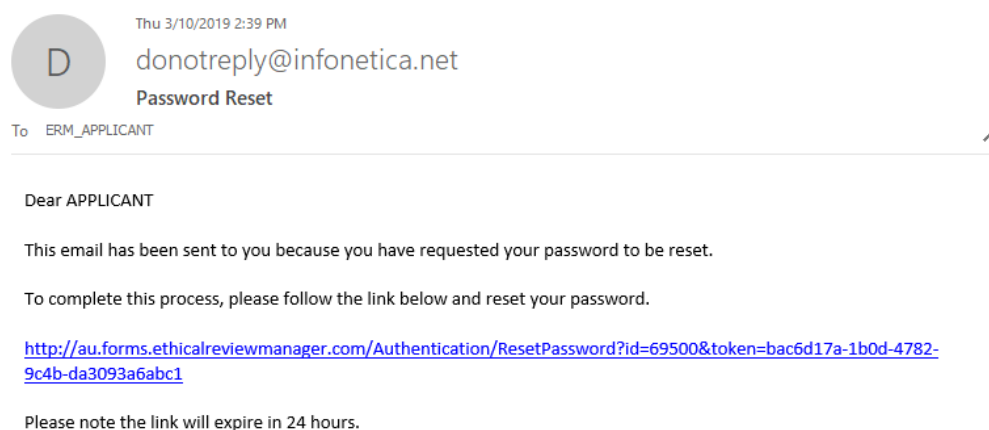
3. Enter the email address of the account you wish to be signed into.

**Forgotten Password**

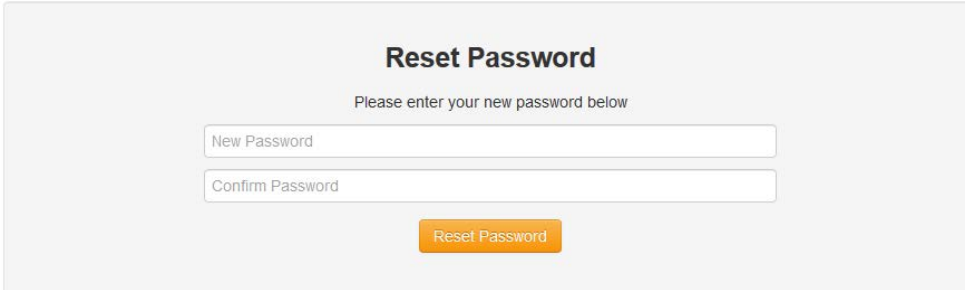
A link to reset your password will be emailed to you

[Reset Password](#)

4. You will receive an email that contains a link that will allow you to change your password.



5. Click on the link provided in the email to reset your password.
6. Enter your new password in the 'New Password' field and in the 'Confirm Password' field, both passwords should match.
6. Click Reset Password.



**Reset Password**

Please enter your new password below

New Password

Confirm Password

[Reset Password](#)

7. You will then be shown a message confirming the change of your password.

Your password has successfully been reset, please click [here](#) to return to login page.

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For further information, please contact:

[HIIRO\\_REG@health.qld.gov.au](mailto:HIIRO_REG@health.qld.gov.au)

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