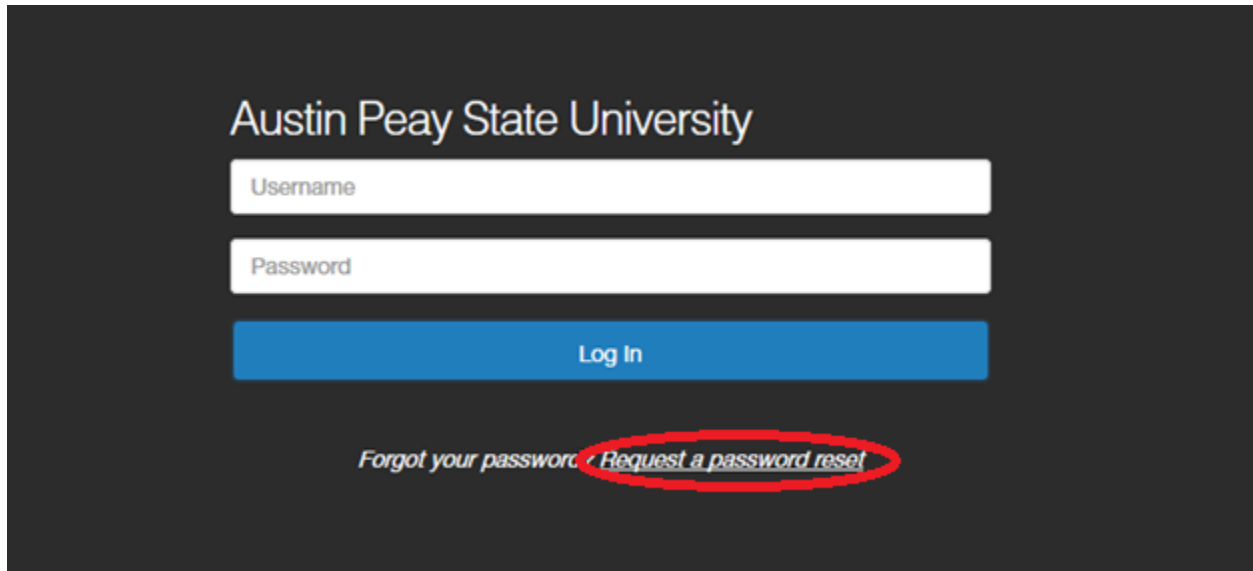


## Resetting Your PeopleAdmin Password

**Step 1:** Proceed to PeopleAdmin using this link: <https://apsu.peopleadmin.com/hr/>

**Step 2:** Select the “Request a password reset” option.



Austin Peay State University

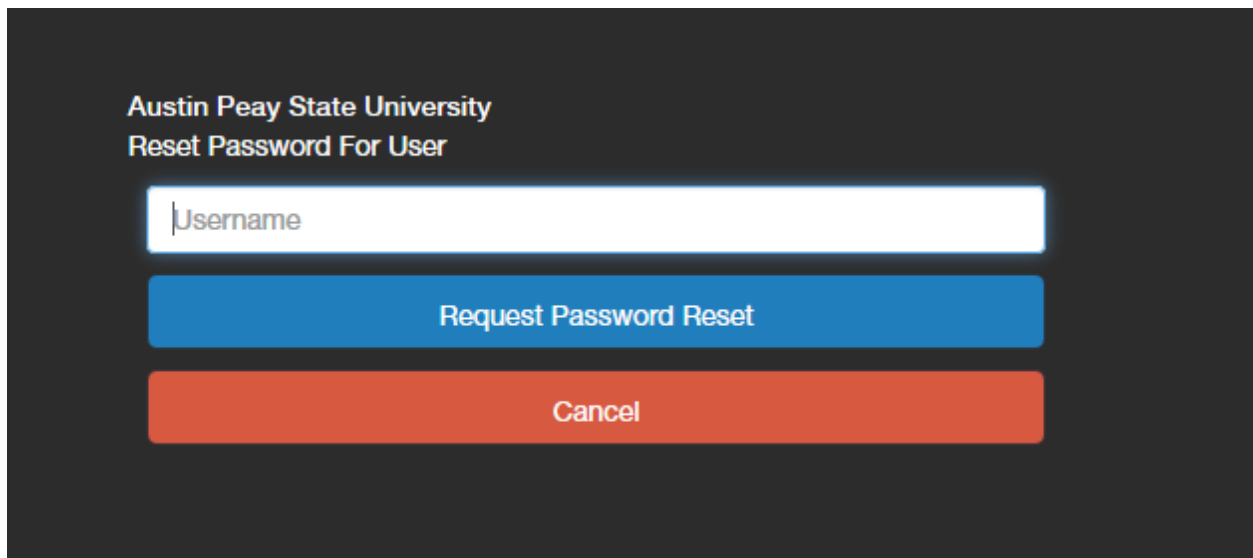
Username

Password

Log In

[Forgot your password? Request a password reset](#)

**Step 3:** Enter your username. Your username will match your APSU e-mail account name (Ex. If your APSU e-mail is “[doej@apsu.edu](mailto:doej@apsu.edu)”, your username is “doej”).



Austin Peay State University

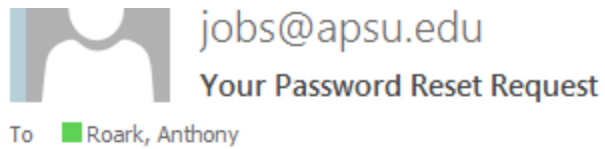
Reset Password For User

Username

Request Password Reset

Cancel

**Step 4:** You will receive an e-mail from [jobs@apsu.edu](mailto:jobs@apsu.edu) with the link to reset your password.



Hello Anthony Roark,

Please use the following link to reset your password:

[http://apsu.peopleadmin.com/hr/users/reset\\_password\\_from\\_confirmation\\_key?confirmation\\_key=f076577b3d485133a4b14e74d9898c23e6050d661f639f46655276479c25ec92](http://apsu.peopleadmin.com/hr/users/reset_password_from_confirmation_key?confirmation_key=f076577b3d485133a4b14e74d9898c23e6050d661f639f46655276479c25ec92)

Sincerely,  
Human Resources

**Step 5:** Enter a new password and click "Change Password"

The image shows a dark-themed web form for Austin Peay State University. At the top, it says "Austin Peay State University" in white. Below that, it says "Enter new password and confirmation." in white. There are three input fields: the first contains the text "roarka", the second is labeled "Password", and the third is labeled "Password Confirmation". Below the input fields are two buttons: a blue button labeled "Change Password" and a red button labeled "Cancel".

**Step 6:** Your password should now be set.



**Welcome to your Online Recruitment System**