

How to Update/Reset Your WorkSight Password

Below, you will find in-depth instructions and visual aids to assist you with updating or resetting your WorkSight login Password.

How to Reset your WorkSight Password

1. Follow this link to the WorkSight login page <https://worksight2.gnapartners.com/login>. WorkSight has two language options: English and Spanish. To change the language to Spanish, click on the "Español" button under the Next button.

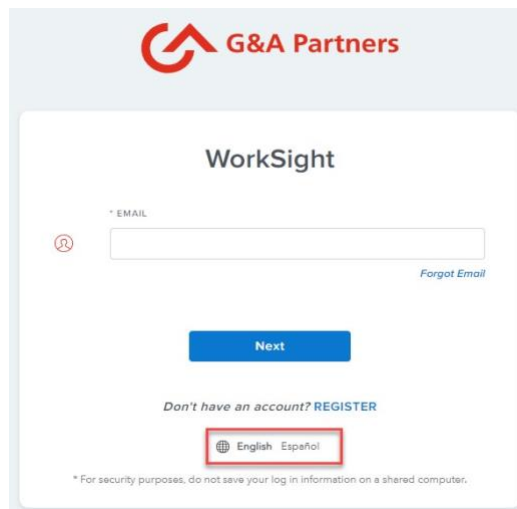


Figure 01: Displays the option to select language

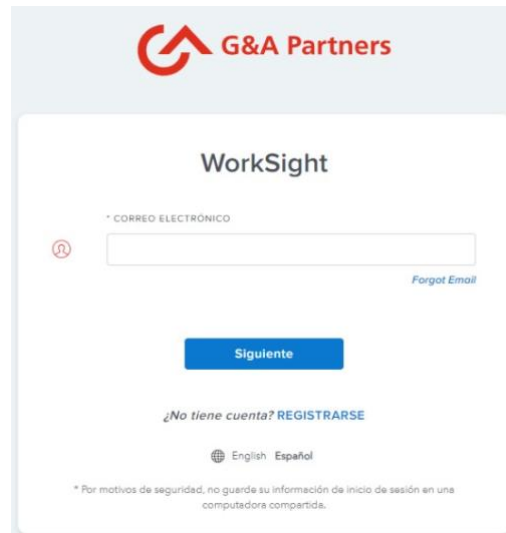


Figure 02: WorkSight login page in Spanish



2. Enter your email associated with your WorkSight account and click the "Next" button.

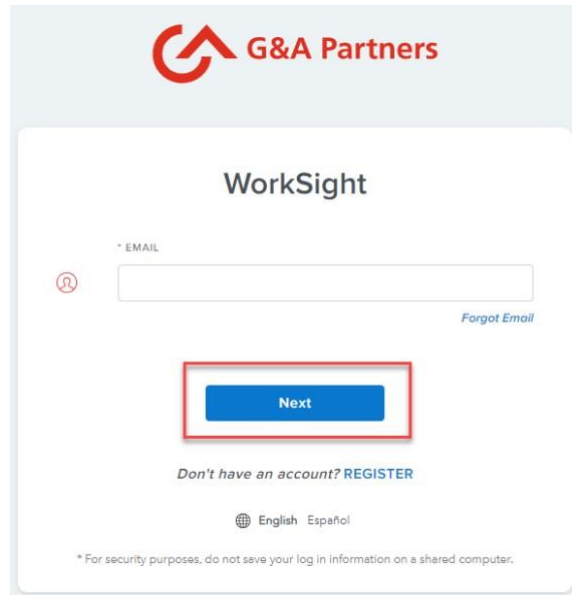


Figure 03: Email box and Next button

3. Click on blue "Forgot Password" link.

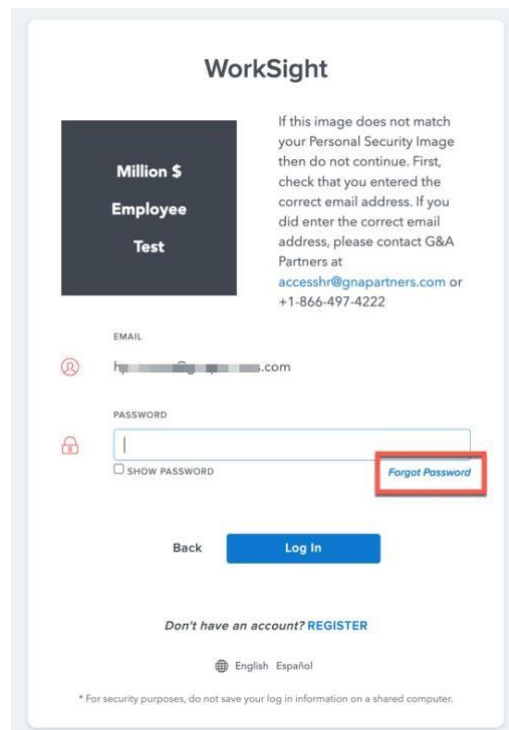


Figure 04: Where to find the password reset link



4. Enter the email address associated with your WorkSight account.

**If you're unsure what email you use for WorkSight, please reach out to G&A Partners AccessHR 1-866-497-4222.*

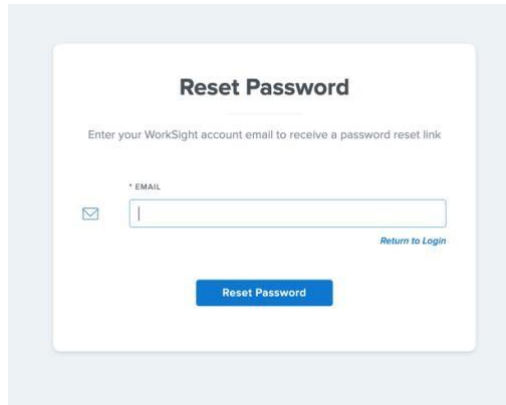


Figure 05: Enter your WorkSight email

5. Open your email inbox and locate the WorkSight email. The sender will be listed as "no-reply."

**If you do not see the email in your main folder, check your spam folders.*

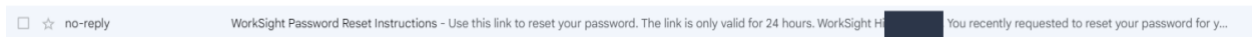


Figure 06: Example of email header



6. With the email, click on the blue "Reset Password" button, which will open the password reset page.

WorkSight

Hi [REDACTED]

You recently requested to reset your password for your WorkSight account using the following email address:

[REDACTED]@gmail.com

Please use the button below to reset your password.

A blue rectangular button with the text "Reset Password" in white, surrounded by a red border.

If you're having trouble with the button above, copy and paste the following URL into your browser to reset your password: https://worksight2.gnapartners.com/users/password/edit?reset_password_token=JvkUaQF85UYRUhkAwnSG

NOTE: This link is only valid for the next 24 hours.

If you have any questions, or if you did not make this request in WorkSight, please contact G&A Partners AccessHR and we will be happy to assist you.

G&A Partners AccessHR
Hours: Monday – Friday | 7:30 a.m. – 7:00 p.m. CT
Phone: 1-866-497-4222

Figure 07: Displays password reset email

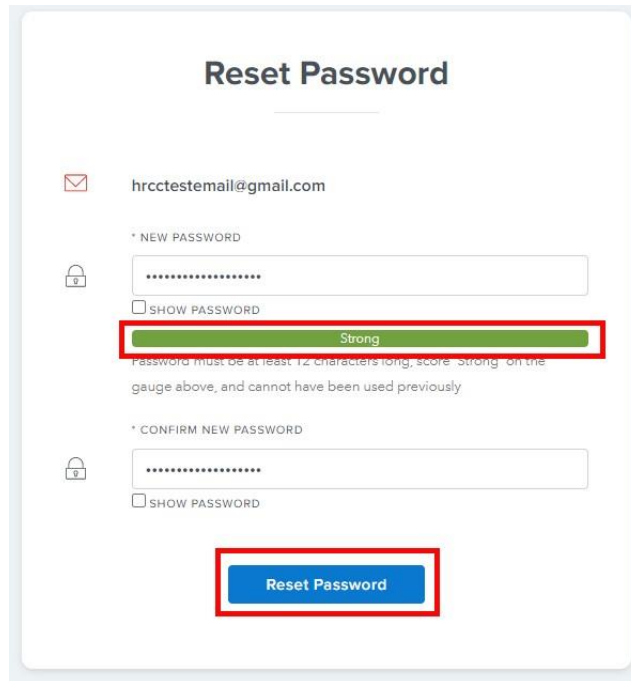


7. Create a new password. Your new password must meet the following requirements:

- 12 characters
- Upper and lowercase letters
- At least one number
- At least one special symbol
- Strength bar must be green

Once all requirements have been met, the status bar will reflect the color green.

**You can select the option "Show Password" to confirm and review your updated password.*



The screenshot shows a 'Reset Password' form. At the top, the title 'Reset Password' is centered. Below it is an email field with an envelope icon and the text 'hrcctestemail@gmail.com'. The next section is for the 'NEW PASSWORD', with a lock icon and a text input field containing dots. Below the input field is a 'SHOW PASSWORD' checkbox. A green strength bar is visible, labeled 'Strong'. Below the strength bar, a note states: 'Password must be at least 12 characters long, score 'strong' on the gauge above, and cannot have been used previously'. The next section is for the 'CONFIRM NEW PASSWORD', with a lock icon and another text input field containing dots, followed by a 'SHOW PASSWORD' checkbox. At the bottom, there is a blue 'Reset Password' button.

Figure 08: Displays the green status bar and the option to reset password

8. You will be prompted to answer one of the security questions created when your WorkSight account was initially set up. If you do not remember the answer to your security question, please contact AccessHR for assistance.

**If security questions are reset, you will be prompted to select new questions upon logging in to WorkSight.*



9. You will be prompted to select which 2-factor authentication method you wish to use to complete the password reset. Click “Continue” next to your method of choice. You will then be sent a 2-factor authentication code based on your selection.

**If you need to update your phone number to receive the code for 2-factor authentication, please reach out to AccessHR for assistance.*

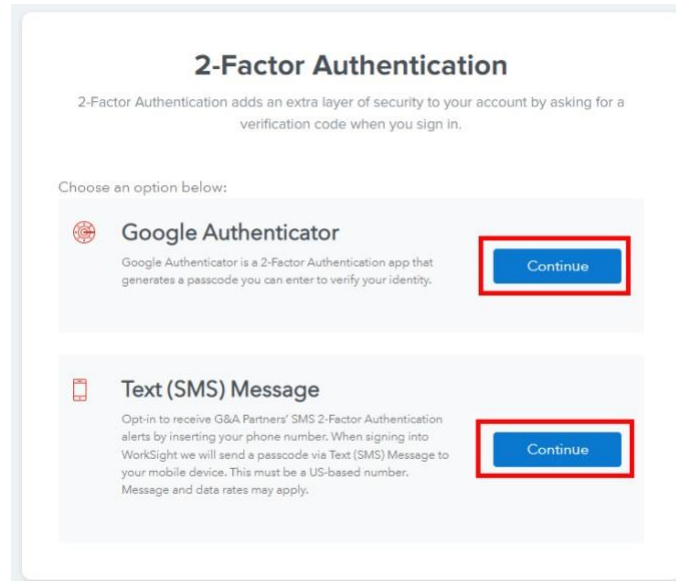


Figure 09: Displays 2-factor authentication options

10. Once your password is reset, you can return to the WorkSight login page and enter your email and new password to log in.

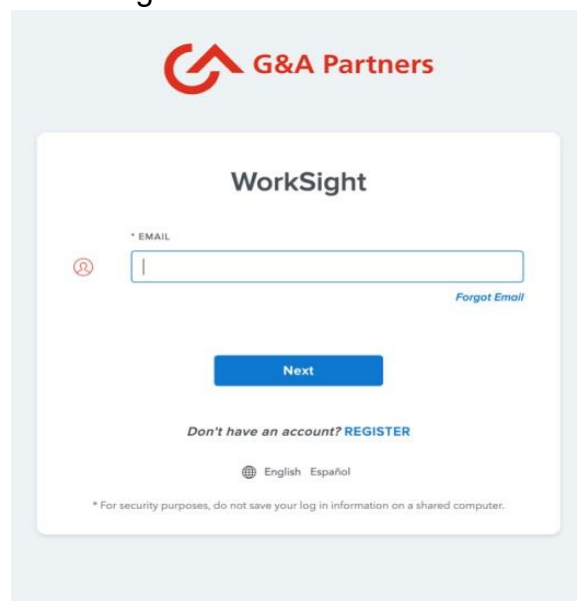


Figure 10: Displays WorkSight Login page



For additional assistance, please reach out to our G&A AccessHR Support Team:

Hours: Monday – Friday | 7:30 a.m. – 7 p.m. CT

Phone: 1-866-497-4222 | **Fax:** 1-866-917-1184

Email: accesshr@gnapartners.com

Chat: worksight2.gnapartners.com

