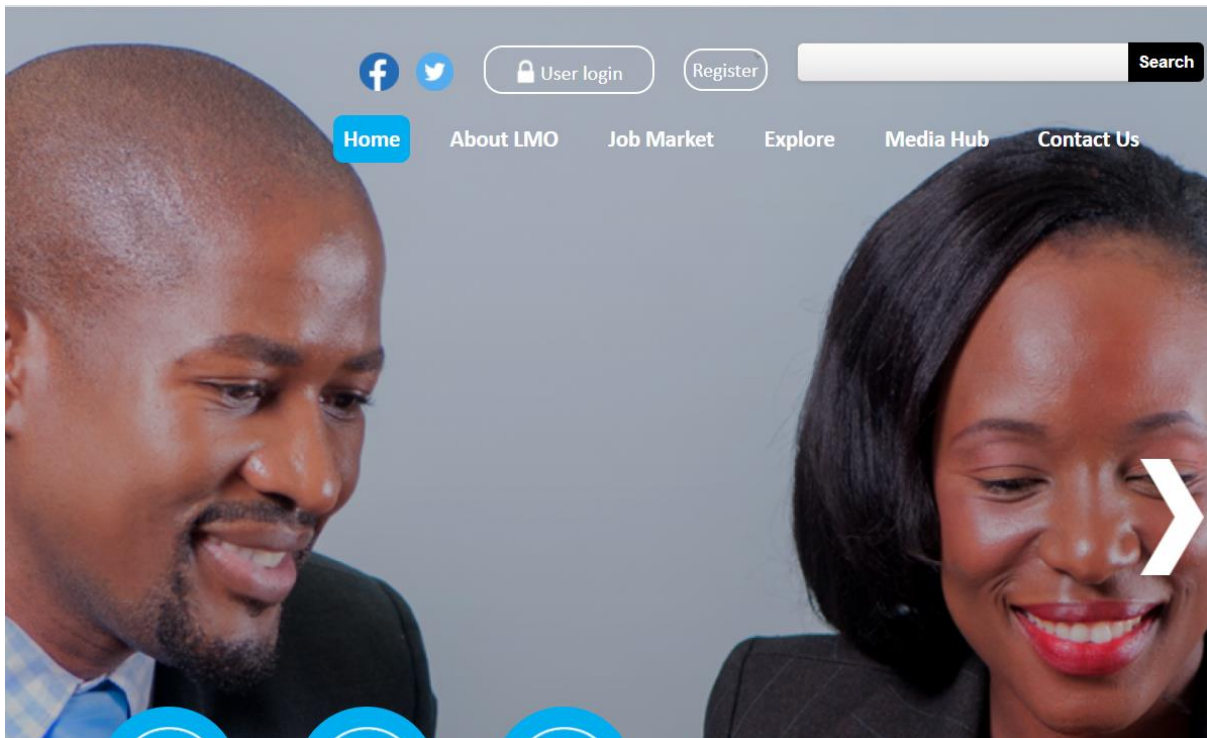


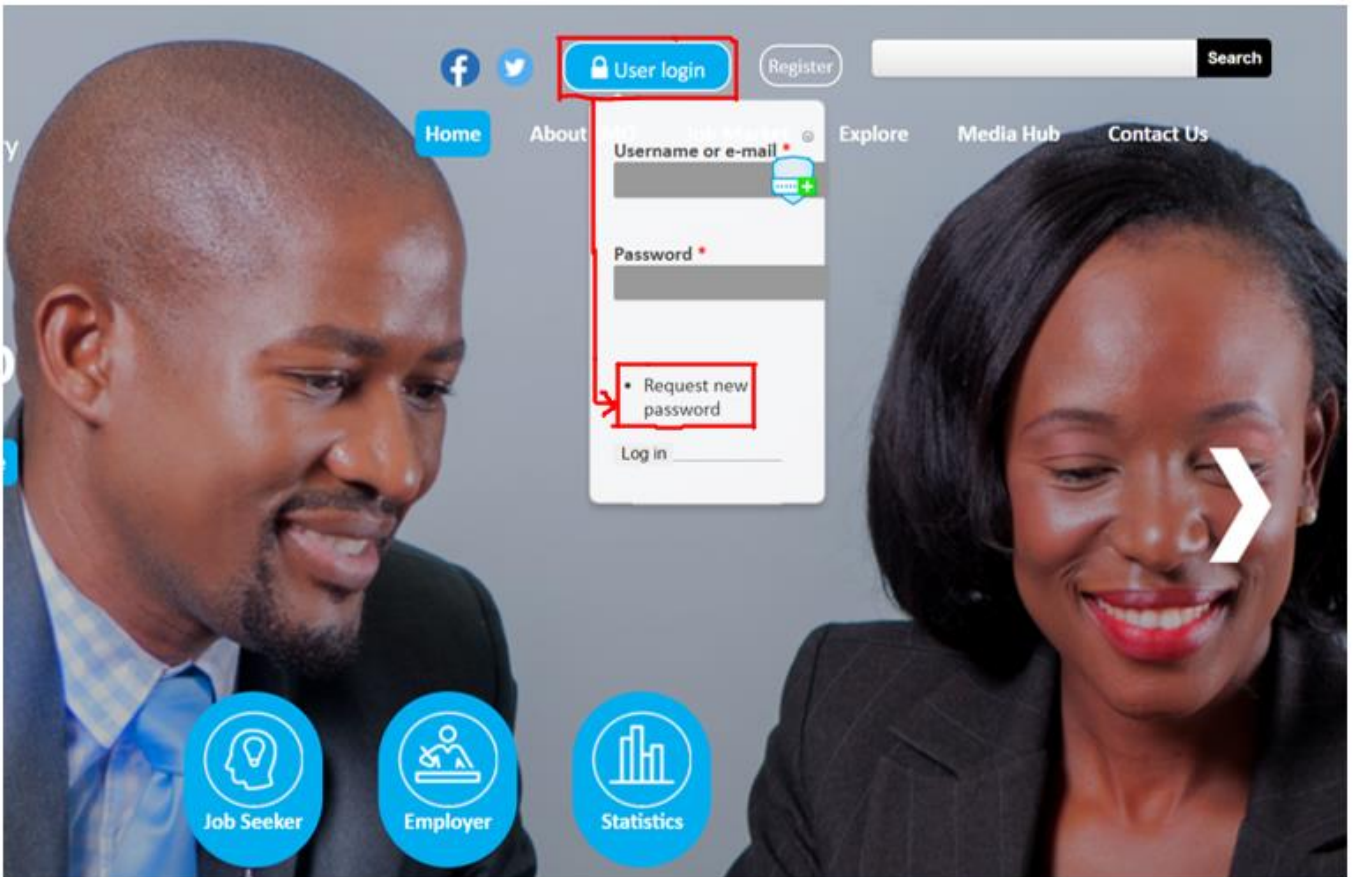


STEPS ON HOW TO RESET LMO JOBSEEKER/EMPLOYER ACCOUNT PASSWORD

1. Browse the site <http://www.botswanalmo.org.bw>



2. Click on *User Login* tab and select *Request New Password*.



3. You will be re-directed to the *User Account* window, where *Request new password* link is selected by default. Enter your email address, thereafter enter the characters shown in the image before you click on *E-mail new password* tab at the bottom.

A screenshot of the 'User account' registration page. The page has a blue header with 'Registration Manuals' and a PDF icon. Below the header, there is a breadcrumb trail: 'Home » User account'. The main heading is 'User account'. There are three tabs: 'Create new account', 'Log in', and 'Request new password', with the last one being selected. The form contains the following elements: a 'Username or e-mail address' field with an asterisk, a CAPTCHA image showing the characters '4EK6 a', a 'What code is in the image?' field with an asterisk, and an 'E-mail new password' button. Red boxes and arrows highlight the 'Request new password' tab, the email field, the CAPTCHA image, the verification field, and the 'E-mail new password' button.

4. Go to your mailbox, you should have received an email with a link at the bottom from Botswana Labour Market Observatory.

Replacement login information for pkeb at Botswana Labour Market Obs

Botswana Labour Market Observatory

to me ▾

pkeb,

A request to **reset** the password for **your** account has been made at Botswana Labour Market Observatory.

You may now log in by clicking this link

click here to **reset your** password [1]

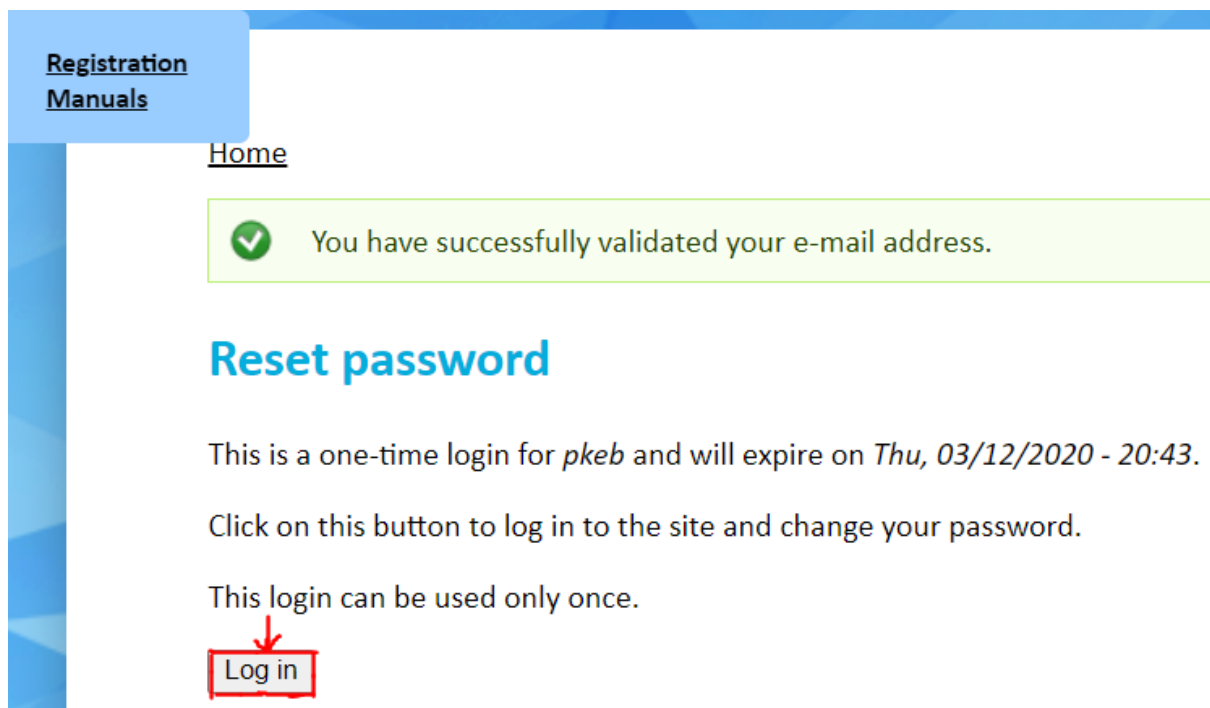
This link can only be used once to log in and will lead you to a page where you can set **your** password. It expires after one day and nothing will happen if it's not used.

-- Botswana Labour Market Observatory team

[1]

<http://www.botswanalmo.org/bw/user/reset/81555/1606377095/ghpnLiU5fuNWnB7JsKNPOUZCBgpxFS0DmnxjCaDQTQw>

5. Click on the link in the email you received. You will be re-directed to Reset password window. Click on the *Login* tab.



Registration
Manuals

Home

✓ You have successfully validated your e-mail address.

Reset password

This is a one-time login for *pkeb* and will expire on *Thu, 03/12/2020 - 20:43*.

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

- You will be re-directed into your Jobseeker account where you will be required to enter new Password and confirm it before a click on Save tab at the bottom.

The screenshot shows the 'Registration Manuals' page in a Jobseeker account. The page has a blue sidebar with a 'User menu' and 'Registration Manuals' (with a PDF icon). The main content area is titled 'Registration' and contains the following fields:

- Username ***: A text input field containing 'pkeb'. Below it, a note states: 'Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.'
- Email address ***: A text input field containing 'pkebonyemotse@gmail.com'. Below it, a note states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not required to be a jobseeker e-mail address. You may wish to receive certain news or notifications by e-mail.'
- Password**: A text input field with a red box around it.
- Confirm password**: A text input field with a red box around it.
- Password strength:**: A progress bar indicator.
- Contact settings**: A section with a dropdown arrow and a checkbox for 'Personal contact form'. The checkbox is checked. Below it, a note states: 'Allow other users to contact you via a personal contact form which keeps your e-mail address hidden. You will still be able to contact you even if you choose to disable this feature.'
- Terms and Conditions of Use**: A section with a checkbox for 'Accept Terms & Conditions of Use *'. The checkbox is checked.
- Buttons**: 'Save' and 'Cancel account' buttons at the bottom. The 'Save' button is highlighted with a red box.

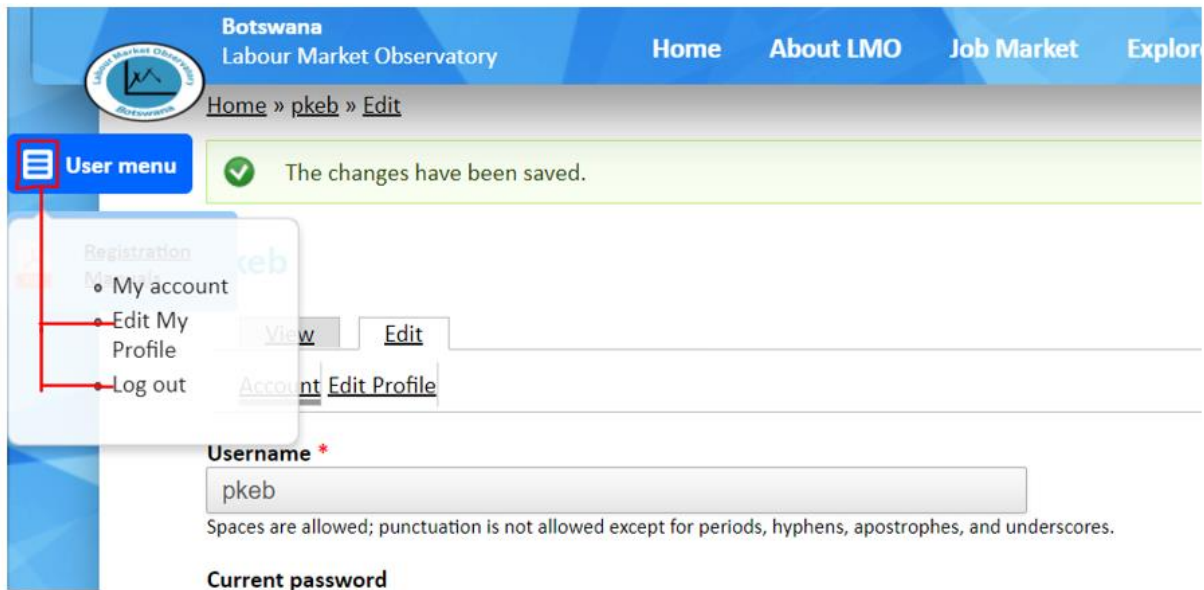
Red arrows point from the 'Save' button to the 'Password' and 'Confirm password' fields, indicating the sequence of actions.

- You will get a message indicating that the changes have been saved.

The screenshot shows the 'Registration Manuals' page in a Jobseeker account. The page has a blue sidebar with a 'User menu' and 'Registration Manuals' (with a PDF icon). The main content area is titled 'Registration' and contains the following elements:

- Success Message**: A green banner with a checkmark icon and the text 'The changes have been saved.'
- Profile Information**: A section with a blue header 'pkeb' and two buttons: 'View' and 'Edit'.
- Account Management**: A section with two buttons: 'Account' and 'Edit Profile'.
- Username ***: A text input field containing 'pkeb'. Below it, a note states: 'Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and u'.

8. You are done with resetting your password. To logout, hover mouse cursor over *User Menu* and select *Log out*. To continue updating your profile, select *Edit My Profile*.



Thank you!