

Instructions to Reset VistaHRMS Password

To reset your VistaHRMS password, go to the logon screen, click 'Forgot my password':



LeeClerk LEE COUNTY SOUTHWEST FLORIDA LEE COUNTY PORT AUTHORITY TWENTIETH JUDICIAL CIRCUIT OF FLORIDA

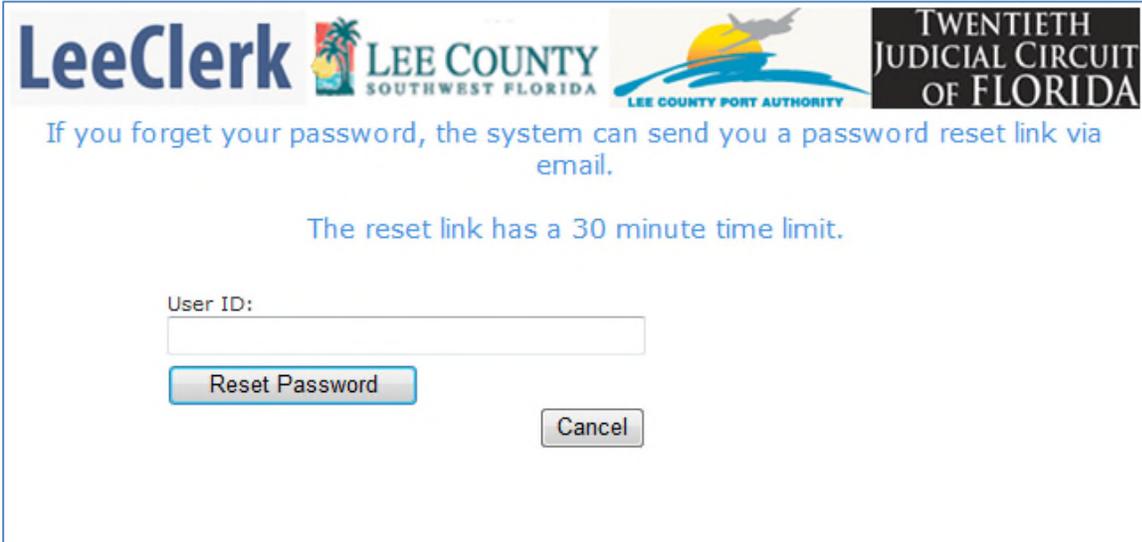
Please enter your User ID and Password

User ID:

Password:

[Forgot my password](#)

Enter your User ID and click 'Reset Password'



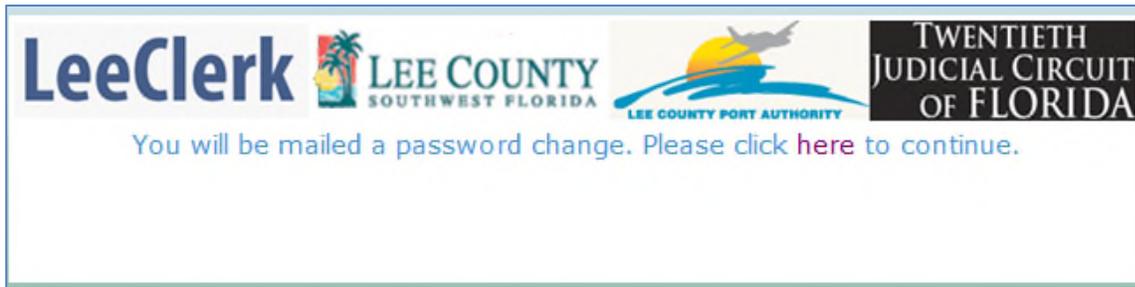
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If you forget your password, the system can send you a password reset link via email.

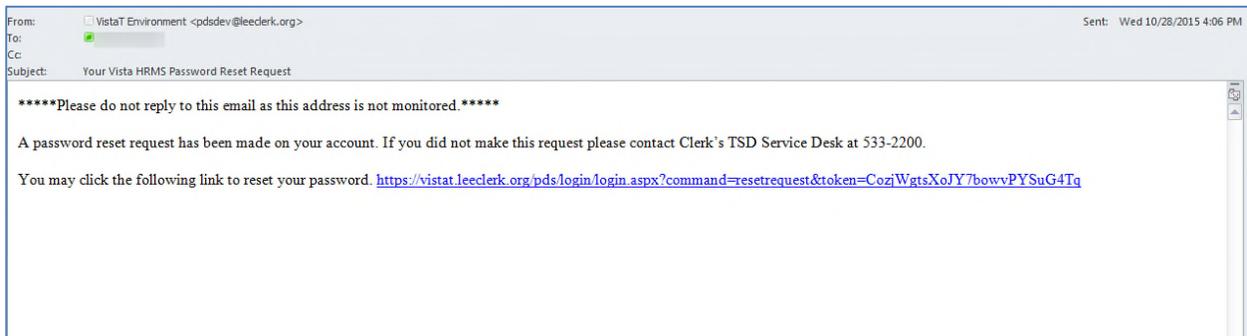
The reset link has a 30 minute time limit.

User ID:

This screen will display and you'll receive an email, delete this window



Click on the link in the email:



You'll be taken to this screen, enter your new password, confirm it and click Reset Password:

4.1 - VistaHRMS TEST APPLICATION - 4.1

Enter New Password:

Confirm New Password:

Enter your User ID and new password to log on:



The image shows a login page for LeeClerk. At the top, there are four logos: LeeClerk, Lee County Southwest Florida, Lee County Port Authority, and Twentieth Judicial Circuit of Florida. Below the logos, a message reads: "Your password has been changed. Please enter your User ID and new Password". There are two input fields: "User ID:" and "Password:". Below the "Password:" field, there is a link "Forgot my password" and a "Login" button.

If you wait longer than 30 minutes to click on the link in the email you'll receive this message and will need to restart the 'Forgot my password' process again:



The image shows a login page for LeeClerk. At the top, there are four logos: LeeClerk, Lee County Southwest Florida, Lee County Port Authority, and Twentieth Judicial Circuit of Florida. Below the logos, a message reads: "30 minute time limit has expired".