

EMPLOYEE GUIDE

RESET ASTUTE PASSWORD

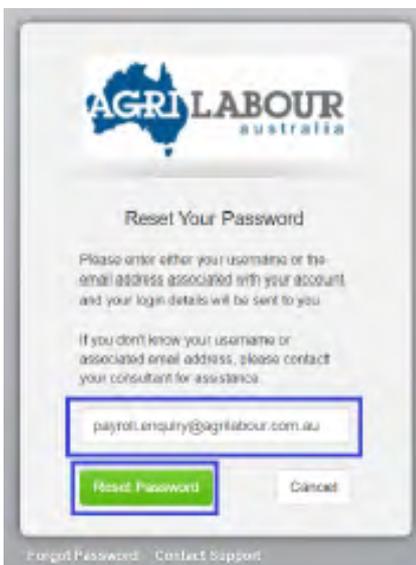
STEP 1

- Login to Astute via agrilabour.astutepayroll.com/agrilabour/auth/login
- If you've forgotten your password, click '**Forgot Password**'.



STEP 2

- Enter your username or email address, then click **Reset Password**.



If you know your **Astute username**, please enter your username here.

If you forgot your username, please enter your **email address**.

STEP 3

Answer the security questions, then click Reset Password. This will lead you to Step 4.

- If you don't remember the answers to your security questions, contact our payroll team via the following email address: payroll.enquiry@agrilabour.com.au



The screenshot shows the AgriLabour Australia logo at the top. Below it, the text reads: "Please answer these security questions to confirm your identity". There are two text input fields: "What is your favourite movie?" and "What is your oldest cousin's first and last name?". At the bottom, there are two buttons: "Reset Password" (green) and "Cancel" (white). At the very bottom, there are links for "Forgot Password" and "Contact Support".

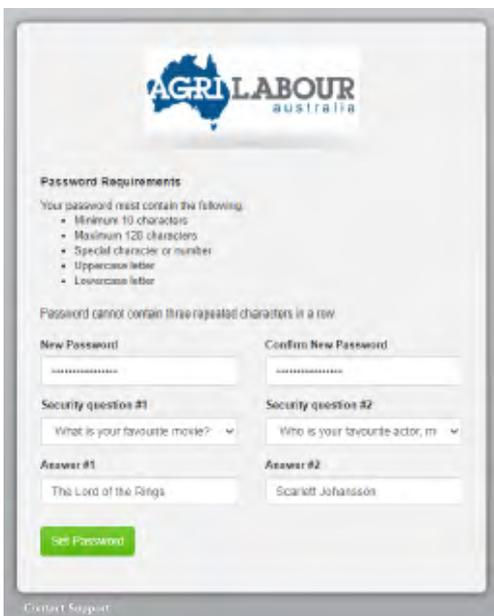
- You'll receive an email with a link to reset your password – click on the link and it will lead you to Step 4.



The screenshot shows an email from AgriLabour Australia. The header includes the logo and "AGRI LABOUR australia". The body of the email says: "Dear [Name], You have requested a password reset of your account with ALA Staff Sourcing Pty Ltd. Click this link <https://agrilabour.au/step4/resetpassword?passwordtoken=16C008FA20020CC0D655> to set your new password. IMPORTANT: When you login, please visit your profile to check that all of your details are correct. If you have any questions please contact 0430 463 633."

STEP 4

- Enter a new password that meets the password requirements.
- Choose two security questions and enter your answers for them.
- Then click '**Set Password**'.



The screenshot shows the AgriLabour Australia logo at the top. Below it, the text reads: "Password Requirements Your password must contain the following: Minimum 10 characters, Maximum 120 characters, Special character or number, Uppercase letter, Lowercase letter. Password cannot contain three repeated characters in a row". There are two columns of input fields: "New Password" and "Confirm New Password" (both masked with dots); "Security question #1" and "Security question #2" (dropdown menus); and "Answer #1" and "Answer #2" (text input fields). The dropdowns are set to "What is your favourite movie?" and "Who is your favourite actor, m". The answers are "The Lord of the Rings" and "Scarlett Johansson". At the bottom, there is a green "Set Password" button and a "Contact Support" link.

- You will then enter your Astute account homepage.

AGRI LABOUR
australia

Dashboard Timesheets Expenses Profile

Hi fortnightly, welcome to your dashboard.

Here you'll be able to create, submit, and view the status of your timesheet(s) and expense(s), and obtain information related to your job(s).

Timesheet Summary

Recent Timesheets

Date	Status	Due Date
25th Jul, 2020 Paid	Not Opened	22nd Aug, 2020
12th Jul, 2020 Paid	Paid	09th Jul, 2020
30th Jun, 2020 Paid	Paid	06th Jul, 2020
14th Jun, 2020 Paid	Paid	27th Jun, 2020

LOG TIME

ADD EXPENSE

News

Notices

Welcome to Agri Lab

For your security, we

IF YOU ARE A NEW YOU CANNOT DO IT

1. Visit your profile page
2. Add your bank account
3. Add your supervisor
4. Complete a Tax File