

Employee Guide – Password

Reset Password | 12/09/2023.

Contents

Contents

Contents 2

1. Reset Password 3

1. Reset Password

Follow the below steps to reset your password:

1. Log-in to Astute via <https://agrilabour.astutepayroll.com/agrilabour/auth/login/> and click on “Forgot Password”.



The screenshot shows the login page for Agri Labour Australia. At the top is the logo. Below it are two input fields: 'Username' and 'Password'. There is a 'Remember Me' checkbox with a checked mark and a green 'Log In' button. At the bottom left, the 'Forgot Password' link is highlighted with a blue box, and 'Contact Support' is also visible.

2. Enter username or email address, then click on “Reset Password”.



The screenshot shows the 'Reset Your Password' page. It features the Agri Labour Australia logo at the top. The main heading is 'Reset Your Password'. Below this is a paragraph: 'Please enter either your username or the email address associated with your account, and your login details will be sent to you.' Another paragraph follows: 'If you don't know your username or associated email address, please contact your consultant for assistance.' There is a text input field containing 'payroll.enquiry@agrilabour.com.au', which is highlighted with a blue box. Below the input field are two buttons: a green 'Reset Password' button (also highlighted with a blue box) and a white 'Cancel' button. At the bottom, 'Forgot Password' and 'Contact Support' links are visible.

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

3. Answer the security questions, then press on “Reset Password”. This will lead you to Step 4.



The screenshot shows a web form for resetting a password. At the top is the AGRI LABOUR australia logo. Below the logo, the text reads: "Please answer these security questions to confirm your identity." There are two text input fields. The first is labeled "What is your favourite movie?" and the second is labeled "What is your oldest cousin's first and last name?". Below the input fields are two buttons: a green "Reset Password" button and a white "Cancel" button. At the bottom of the form, there are two links: "Forgot Password" and "Contact Support".

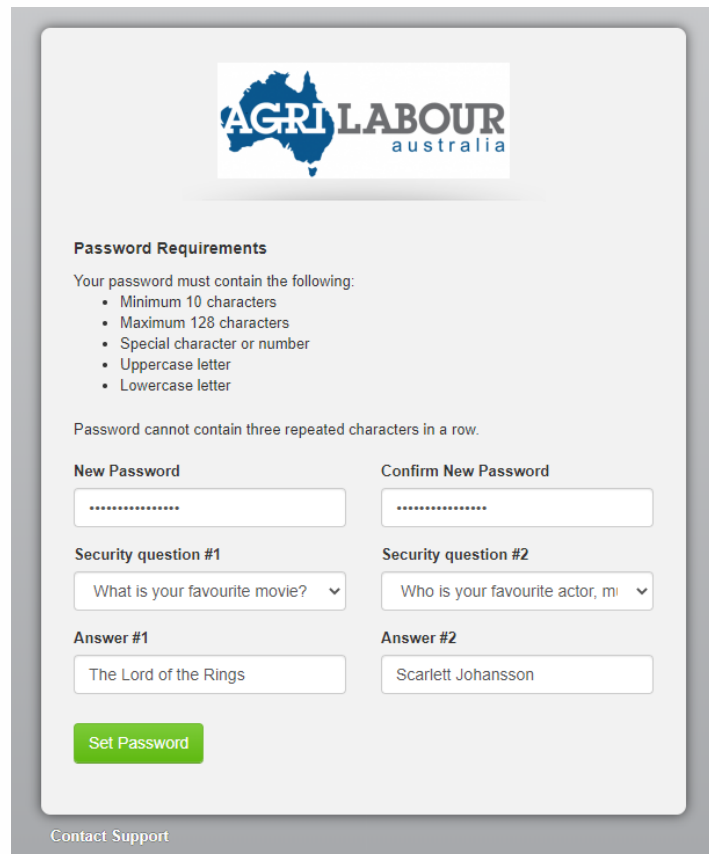
If you don't remember the answers to your security questions, contact our payroll team via the following email address. payroll.enquiry@agrilabour.com.au. Please provide the following information, this will allow quicker response to your request:

- Your full name
- Which client and site you are working for
- Contact details – email address and telephone number

Once the payroll team have reset your password, you will receive an email with a link to reset password. Click on the link and it will also lead you to Step 4.



4. Enter new password which meets Password Requirements:
 - Choose two security questions and enter your answer.
 - Then click on “Set Password” button.



AGRI LABOUR
australia

Password Requirements

Your password must contain the following:

- Minimum 10 characters
- Maximum 128 characters
- Special character or number
- Uppercase letter
- Lowercase letter

Password cannot contain three repeated characters in a row.

New Password

Confirm New Password

Security question #1

Security question #2

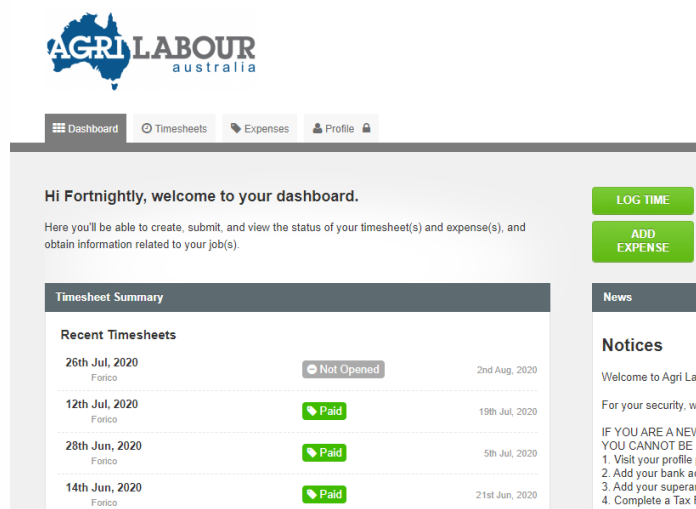
Answer #1

Answer #2

[Set Password](#)

[Contact Support](#)

Then you will be entering 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).

[LOG TIME](#)
[ADD EXPENSE](#)

Timesheet Summary		
Recent Timesheets	Status	Due Date
26th Jul, 2020 Forico	Not Opened	2nd Aug, 2020
12th Jul, 2020 Forico	Paid	19th Jul, 2020
28th Jun, 2020 Forico	Paid	5th Jul, 2020
14th Jun, 2020 Forico	Paid	21st Jun, 2020

News

Notices

Welcome to Agri Lab

For your security, we

IF YOU ARE A NEW YOU CANNOT BE P

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



- 📞 1300 247 823
- ✉️ info@agrilabour.com.au
- 🌐 Agri Labour Australia
- 📘 @agrilabouraus
- 📷 @agrilabourau

