



Change Password

You can change your password for security reasons, or reset it if you've forgotten it.

Reset your password from your computer:

1. Select **Forgot Password** on the Zoho Shifts login page.
2. Enter your email address, then select **Next**.
3. Complete the captcha.
4. Enter the last password you remember or select **Continue to reset password**.
5. Select **Send OTP**. A one-time password (OTP) will be sent to your registered email address for verification.
6. Enter the OTP and select **Verify**.
7. Enter the new password and select **Change Password**.

 Zoho provides a single sign-on service, and if you change the password for Zoho Shifts, it will be changed for all Zoho apps.