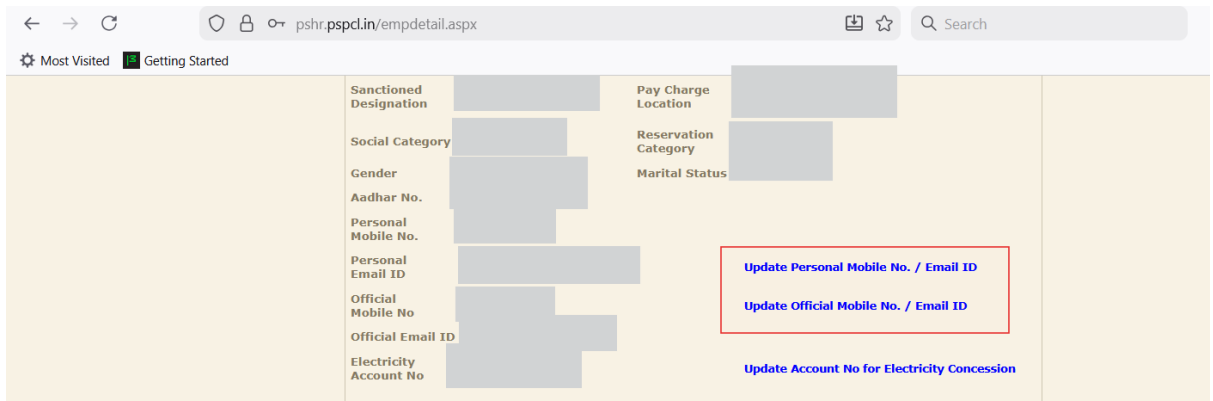


## Steps to use Forgot Password option in ERP

**Note:** Please ensure that your personal and official Mobile No./Email Id is updated in HR Data.

1. Please login to your Employee Corner to check your registered personal and official Mobile No./Email Id.
2. If your contact details are incomplete, please use Update links in Employee Corner as shown below.



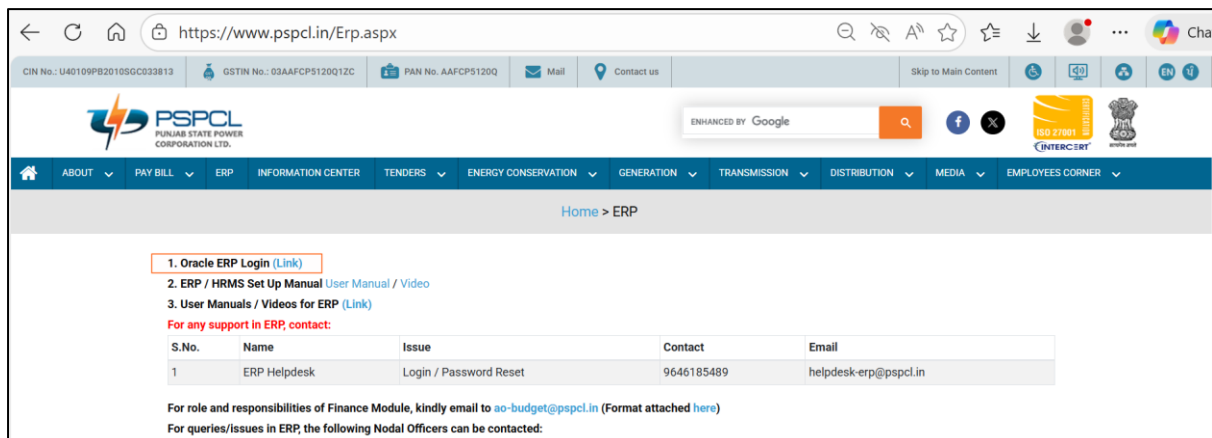
The screenshot shows a web browser window with the URL [pshr.pspcl.in/empdetail.aspx](https://pshr.pspcl.in/empdetail.aspx). The page displays a list of employee details with corresponding update links:

Sanctioned Designation	[Redacted]	Pay Charge Location	[Redacted]
Social Category	[Redacted]	Reservation Category	[Redacted]
Gender	[Redacted]	Marital Status	[Redacted]
Aadhar No.	[Redacted]		
Personal Mobile No.	[Redacted]	<a href="#">Update Personal Mobile No. / Email ID</a>	
Personal Email ID	[Redacted]	<a href="#">Update Official Mobile No. / Email ID</a>	
Official Mobile No.	[Redacted]		
Official Email ID	[Redacted]		
Electricity Account No	[Redacted]	<a href="#">Update Account No for Electricity Concession</a>	

3. Please note that once details are updated in Employee Corner, **data gets sync in ERP the next day.**
4. **Employees who do not have official Mobile No./Email Id, Please update as:**  
**Official Mobile No. = Personal Mobile No.**  
**Official Email Id = Personal Email Id**

1. **Link:** <https://erp.pspcl.in>

**OR Open Link from PSPCL Website**



The screenshot shows the PSPCL website's ERP page. The URL is <https://www.pspcl.in/Erp.aspx>. The page features a navigation menu with options like ABOUT, PAY BILL, ERP, INFORMATION CENTER, TENDERS, ENERGY CONSERVATION, GENERATION, TRANSMISSION, DISTRIBUTION, MEDIA, and EMPLOYEES CORNER. The main content area includes:

- [1. Oracle ERP Login \(Link\)](#) (highlighted with a red box)
- [2. ERP / HRMS Set Up Manual User Manual / Video](#)
- [3. User Manuals / Videos for ERP \(Link\)](#)

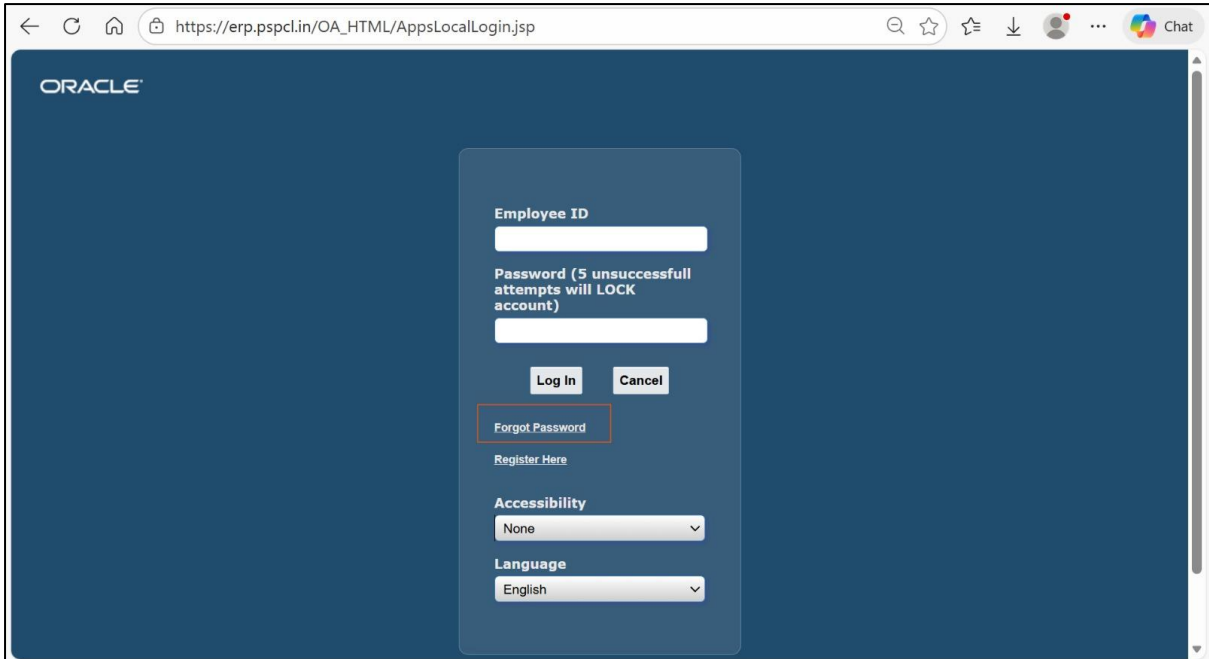
For any support in ERP, contact:

S.No.	Name	Issue	Contact	Email
1	ERP Helpdesk	Login / Password Reset	9646185489	helpdesk-erp@pspc.in

For role and responsibilities of Finance Module, kindly email to [ao-budget@pspc.in](mailto:ao-budget@pspc.in) (Format attached [here](#))

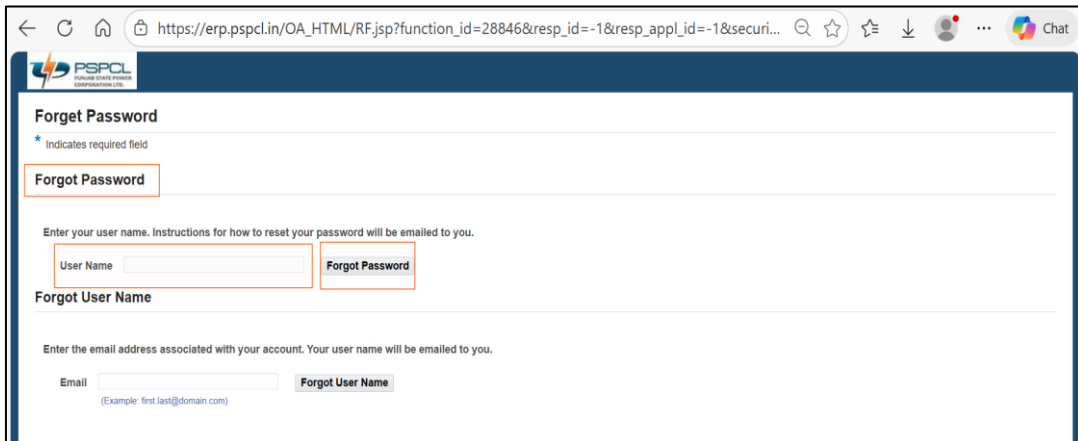
For queries/issues in ERP, the following Nodal Officers can be contacted:

## 2. Click on **Forgot Password** Link

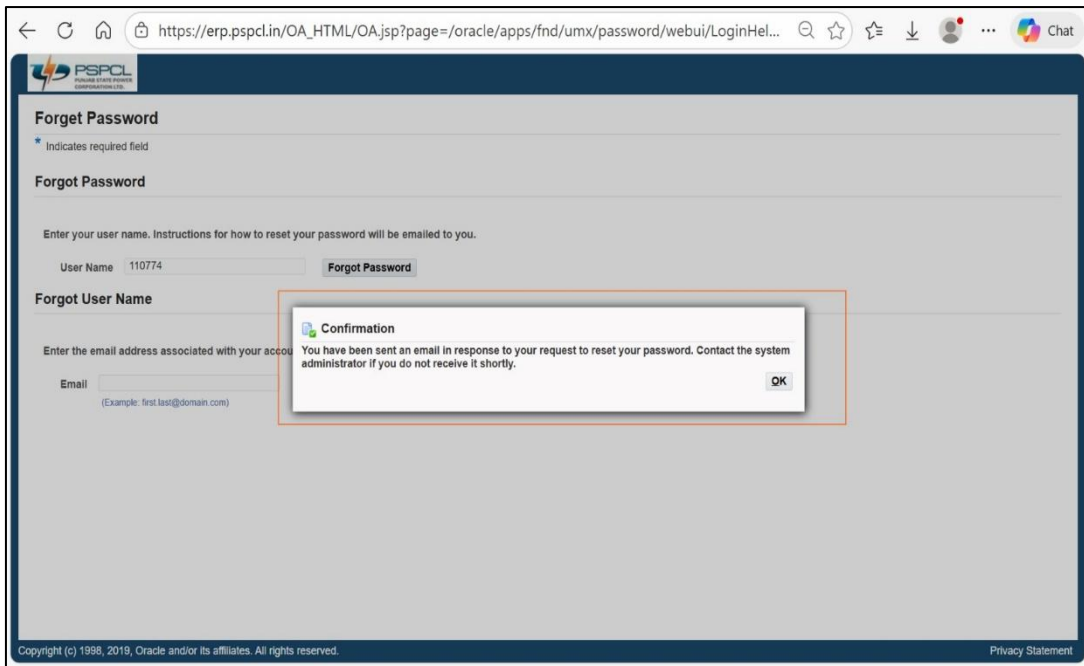


The screenshot shows the Oracle login page at the URL [https://erp.pspcl.in/OA\\_HTML/AppsLocalLogin.jsp](https://erp.pspcl.in/OA_HTML/AppsLocalLogin.jsp). The page features the Oracle logo at the top left. The main content area is a dark blue panel with a white login form. The form includes fields for "Employee ID" and "Password (5 unsuccessful attempts will LOCK account)". Below these fields are "Log In" and "Cancel" buttons. The "Forgot Password" link is highlighted with a red box. Other links include "Register Here", "Accessibility" (set to "None"), and "Language" (set to "English").

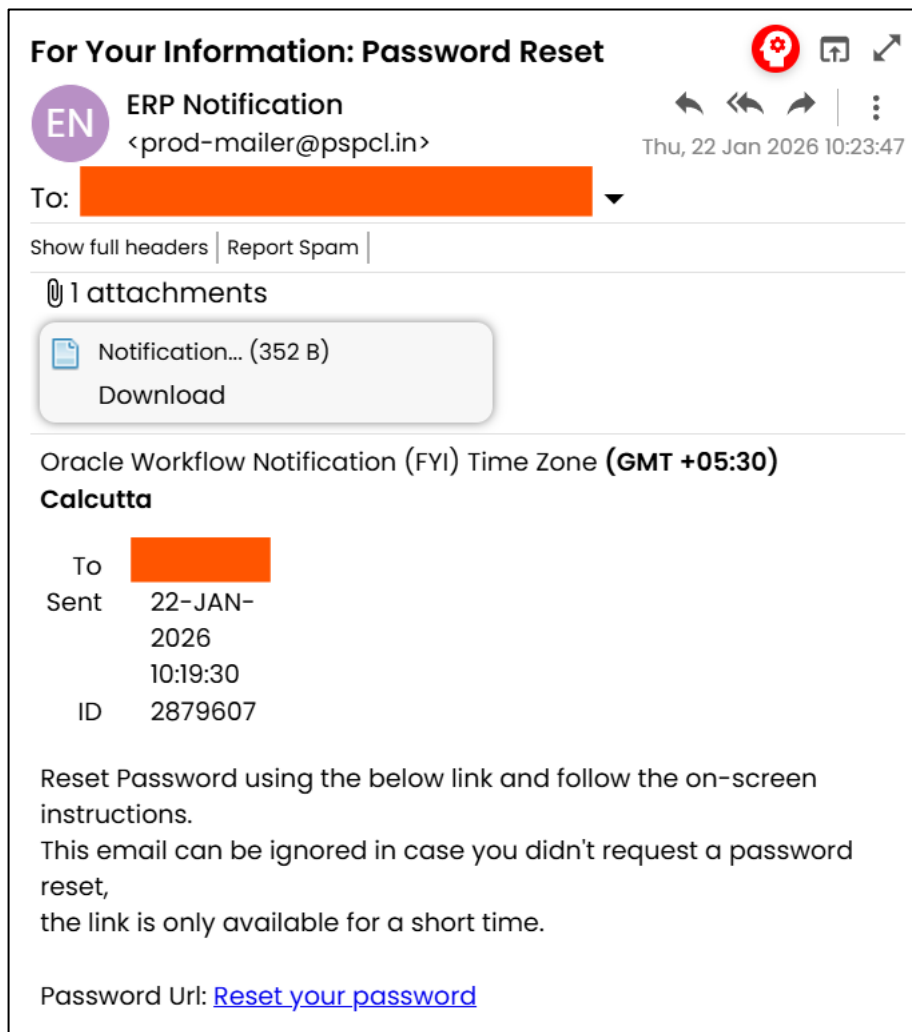
## 3. Enter your Employee ID in **User Name**, and click on **Forgot Password**



The screenshot shows the "Forgot Password" page at the URL [https://erp.pspcl.in/OA\\_HTML/RF.jsp?function\\_id=28846&resp\\_id=-1&resp\\_appl\\_id=-1&securi...](https://erp.pspcl.in/OA_HTML/RF.jsp?function_id=28846&resp_id=-1&resp_appl_id=-1&securi...). The page has a white background with a dark blue header. The "Forgot Password" section is highlighted with a red box. Below it, the instruction "Enter your user name. Instructions for how to reset your password will be emailed to you." is followed by a "User Name" field and a "Forgot Password" button, both highlighted with red boxes. The "Forgot User Name" section is also visible, with the instruction "Enter the email address associated with your account. Your user name will be emailed to you." and an "Email" field and "Forgot User Name" button.



4. Click on **Reset your password** link sent on your registered Email



5. Enter your Employee Id in *Username*, and enter your new password in *Password* and *Confirm Your Password* textbox

The screenshot displays a web browser window with the following elements:

- Address Bar:** [https://erp.pspcl.in/OA\\_HTML/RFJ.jsp?function\\_id=28847&resp\\_id=-1&resp\\_appL\\_id=-1&securi...](https://erp.pspcl.in/OA_HTML/RFJ.jsp?function_id=28847&resp_id=-1&resp_appL_id=-1&securi...)
- Page Header:** PSPCL logo and navigation icons (Home, Settings, Help).
- Section Title:** **Reset Password**
- Instructions:** "Please enter your username and passwords below. The password you enter below will be used to replace your old password."
- Form Fields:**
  - User Name:** A text input field with an asterisk indicating it is required.
  - Password:** A text input field with an asterisk and a note "(5 characters or more)".
  - Confirm Your Password:** A text input field with an asterisk.
- Button:** A button labeled "Confirm Password" located below the "Confirm Your Password" field.