

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. Please login to your Employee Corner to check your registered personal and official Mobile No./Email Id. If your contact details are incomplete, please use Update links in Employee Corner. Please note that once details are updated in Employee Corner, data gets sync in ERP the next day.

Employees who do not have official Mobile No./Email Id, their official Mobile No./Email Id is same as their personal Mobile No./Email Id.

The screenshot shows a web browser window with the URL `pshr.pspcl.in/empdetail.aspx`. The page displays a form with the following fields and update links:

Field	Update Link
Sanctioned Designation	
Pay Charge Location	
Social Category	
Reservation Category	
Gender	
Marital Status	
Aadhar No.	
Personal Mobile No.	Update Personal Mobile No. / Email ID
Personal Email ID	Update Official Mobile No. / Email ID
Official Mobile No.	
Official Email ID	
Electricity Account No	Update Account No for Electricity Concession

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 bar with links to various sections, including ERP. Below the navigation bar, there is a list of links for ERP-related resources:

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

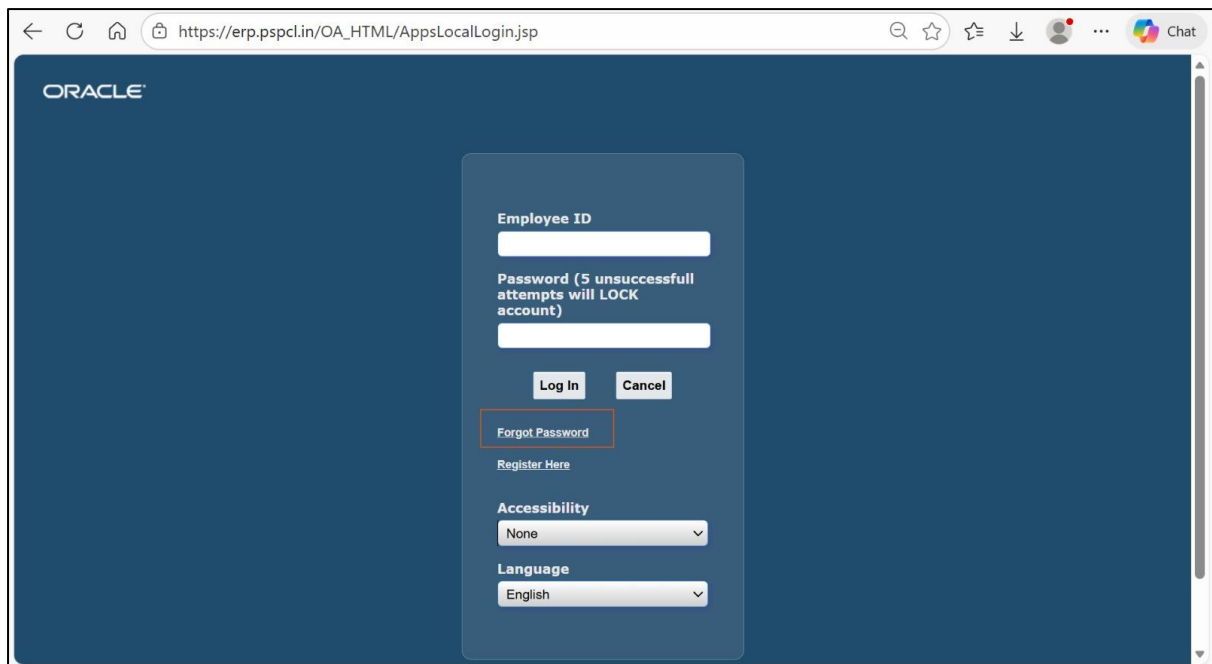
For any support in ERP, contact:

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

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

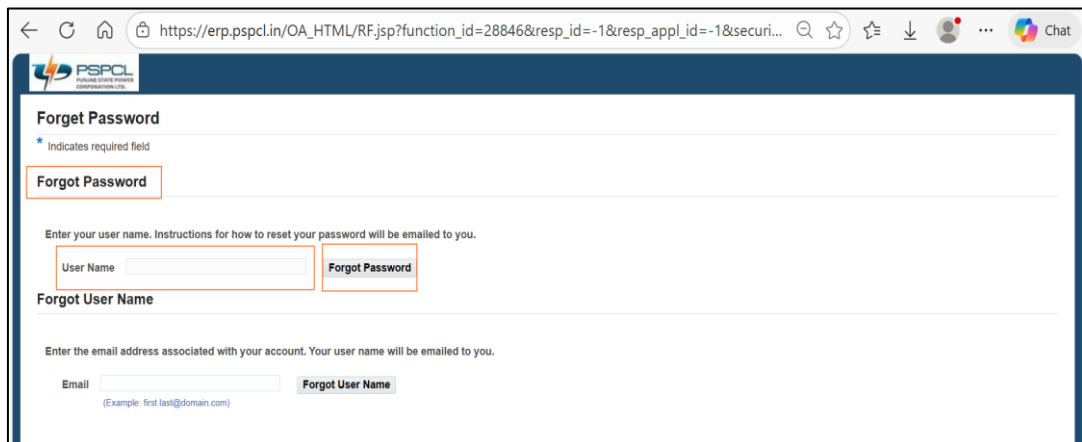
For queries/issues in ERP, the following Nodal Officers can be contacted:

2. Click on **Forgot Password** Link

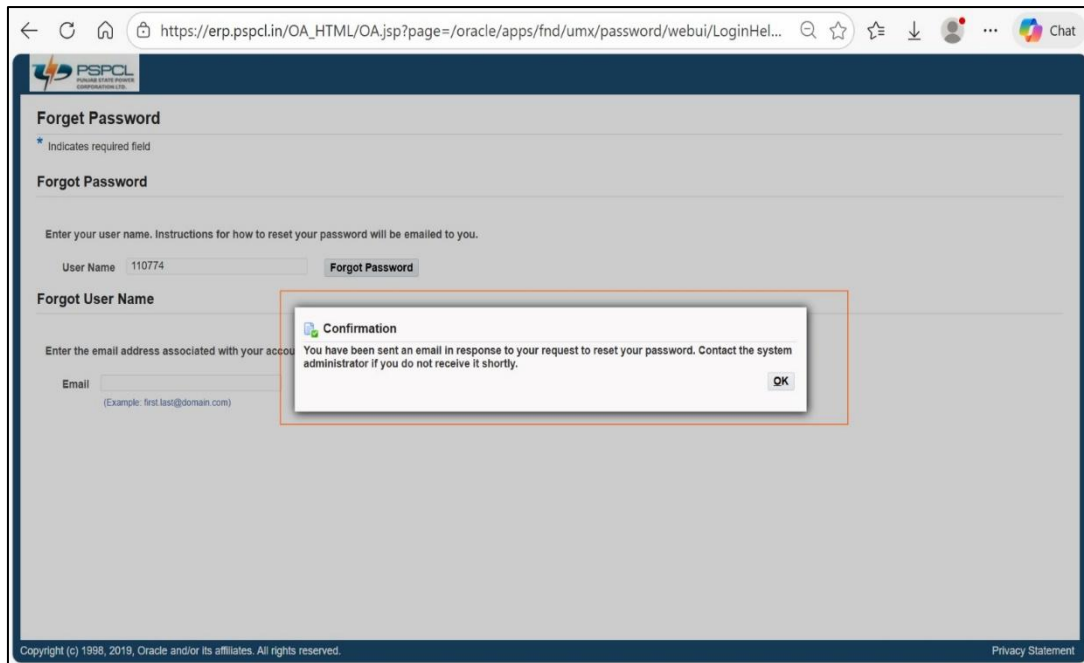


The screenshot shows the Oracle login page in a web browser. The URL is https://erp.pspcl.in/OA_HTML/AppsLocalLogin.jsp. The page has a dark blue background with the Oracle logo in the top left. A central white box contains the login form. The form has two input fields: "Employee ID" and "Password (5 unsuccessful attempts will LOCK account)". Below these fields are "Log In" and "Cancel" buttons. The "Forgot Password" link is highlighted with a red rectangle. Below the link is a "Register Here" link. At the bottom of the form are two dropdown menus: "Accessibility" (set to "None") and "Language" (set to "English").

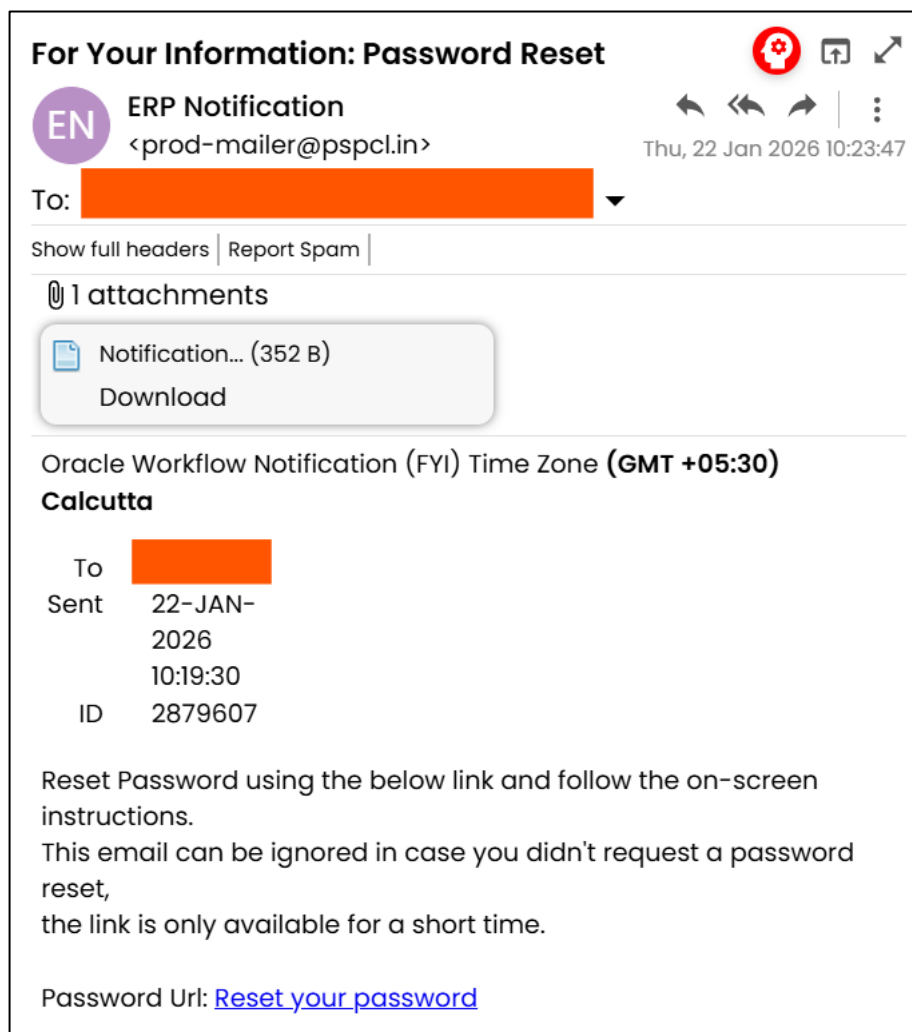
3. Enter your Employee ID in **User Name**, and click on **Forgot Password**



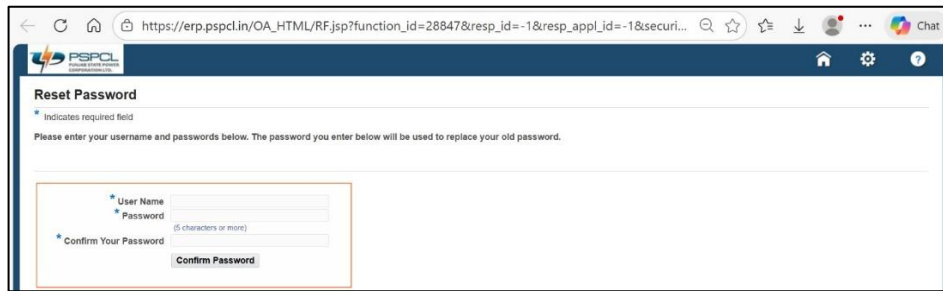
The screenshot shows the "Forgot Password" page in a web browser. The URL is https://erp.pspcl.in/OA_HTML/RF.jsp?function_id=28846&resp_id=-1&resp_appl_id=-1&securi.... The page has a dark blue header with the PSPCL logo. The main content area is white. It starts with a "Forgot Password" heading and a note: "* Indicates required field". Below this is a "Forgot Password" link highlighted with a red rectangle. The next section is titled "Enter your user name. Instructions for how to reset your password will be emailed to you." It contains two input fields: "User Name" and "Forgot Password", both highlighted with red rectangles. Below this is a section titled "Forgot User Name" with the text "Enter the email address associated with your account. Your user name will be emailed to you." It contains an "Email" input field and a "Forgot User Name" button. A small example email address is shown below the input field: "(Example: first.last@domain.com)".



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 shows a web browser window with the URL https://erp.pspcl.in/OA_HTML/RFJ.jsp?function_id=28847&resp_id=-1&resp_appl_id=-1&securi.... The page title is "Reset Password" and it features the PSPCL logo. A legend indicates that an asterisk (*) denotes a required field. Below this, a message states: "Please enter your username and passwords below. The password you enter below will be used to replace your old password." The form contains three input fields: "User Name", "Password" (with a note "(5 characters or more)"), and "Confirm Your Password". A "Confirm Password" button is located at the bottom right of the form area.

Reset Password

* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

* User Name

* Password (5 characters or more)

* Confirm Your Password