

SBS Hub - Password Reset


1



Sign in with credentials

Username

 Your Employee Number

 Your password

[Forgot password?](#)

Sign in

If it is your first time signing in
Your username: Your Employee ID, no leading 00s

Your one-time password: Your Employee ID,

Need help?

Contact helpdesk@stepbystepusa.com

[Privacy Policy](#)

Click "Sign In" on the SBS hub > Click "Forgot Password"

2



Reset password

Username or email address

 Your Employee Number

Reset password

Sign in with credentials?

If it is your first time signing in
Your username: Your Employee ID, no leading 00s

Your one-time password: Your Employee ID,

Need help?

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[Privacy Policy](#)

Enter your user name - *User name is always your employee number* > Click "Reset Password"

3



Reset password

Username or email address



 Your Employee Number

 Your recovery code

Reset password

Sign in with credentials?

If it is your first time signing in
Your username: Your Employee ID, no leading 00s

Your one-time password: Your Employee ID,

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[Privacy Policy](#)

Enter your recovery code - *Recovery code is always your employee number* > Click "Reset Password"

4



Set new password

 Your new password

Set password

If it is your first time signing in
Your username: Your Employee ID, no leading 00s

Your one-time password: Your Employee ID,

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Enter your desired password into the field > Click "Set Password"