

How to change Your Password in Gridlex App Suite?

Follow these steps to change your password on Gridlex App Suite.

Step 1: Go to the [Gridlex app suite](#) login page and login to your Gridlex account with your current password.

GRIDLEX

Login to Gridlex

Email Address or Username

Password

[Login](#)

or

[Log in with SSO](#)

[Forgot Password? Click here to reset your password.](#) If you continue to face issues, please email apps@gridlex.com

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Step 2: Hover over your account name at the top right corner. You will see the 'Change Password' option. Click on it.

Gridlex wants you to be successful. Please email apps@gridlex.com and we will be there to help you.

Change Password

GRIDLEX Gridlex App Suite

Inbox & Omnichannel	Zip	Sky	Ray
Gridlex(Live) Manage Inbox Email SMS Calls Make & Receive calls Auto, Power & Predictive Dialer Voice Broadcast Call Settings	Gridlex(Live) CRM Opportunities Activities Organizations Contacts Schedule Campaigns Contracts Helpdesk Add Ticket Dashboard	Gridlex(Live) Accounting & ERP Add Invoice Add Bill Revenue Costs Journal Banking Inventory Fixed Assets Projects Reports	Gridlex(Live) Timesheet Time Log Projects Time Approvals Time Reports HRMS Payroll Attendance Leaves Geo Track HR Approvals

<https://go.gridlex.com/ch-pwd/?eid=1004>

Step 3: Now, enter your current password and the new password, and confirm it. Once you're done, click on "Change Password." Your password will be changed, and you can use the new password to log in.

← Change your password

Set a Strong Password to prevent unauthorized access to your account.

[Change Password](#)

How to Reset Your Password in Gridlex App Suite?

Follow these steps to reset your password on Gridlex App Suite.

Step 1: Go to the [Gridlex app suite](#) login page and click “Forgot Password? Click here to reset your password.”

GRIDLEX

Login to Gridlex

Email Address or Username

Password

[Login](#)

or

[Log in with SSO](#)

 [Forgot Password? Click here to reset your password.](#) If you continue to face issues, please email apps@gridlex.com

<https://auth.gridlex.com/forgot/identity/request/>

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Step 2: Enter your registered email address and click “Send Reset Password Link to My Email.”

Note: If you don’t have an email address or can’t remember your email address, please contact your organization’s administrator.

GRIDLEX

Forgot Password

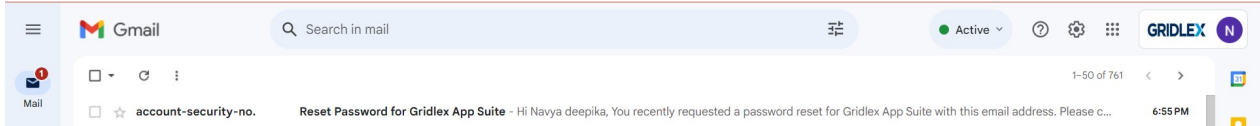
Please share your email address to reset your password

[Send Reset Password Link to My Email](#)

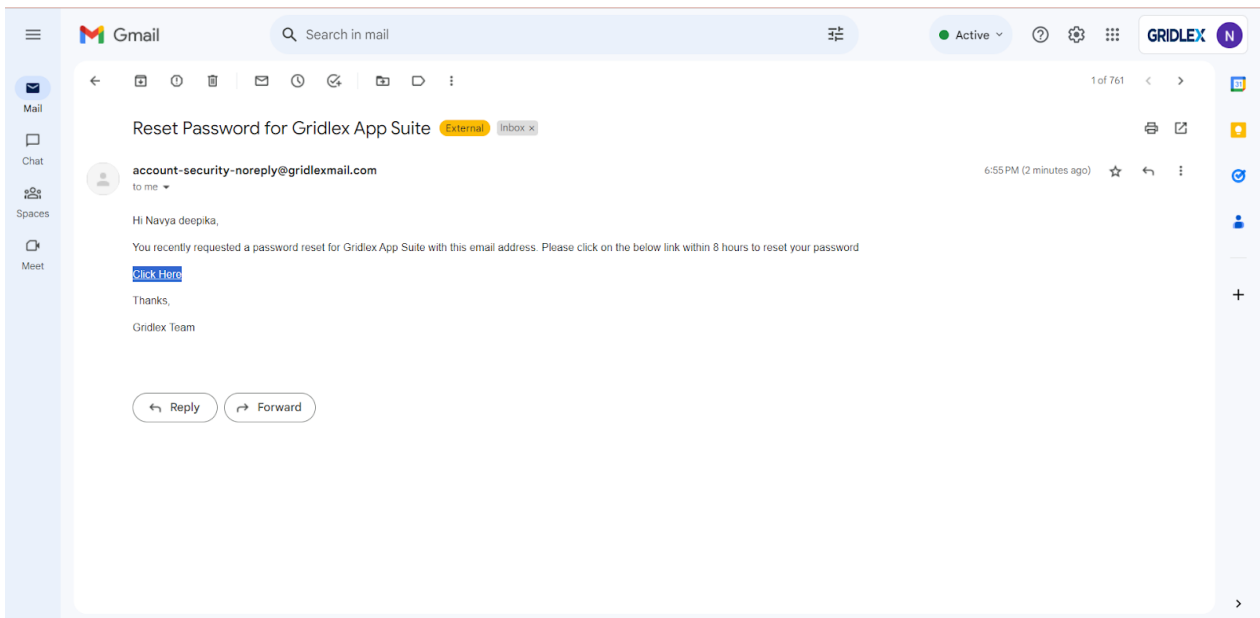
If you don't have an email address or can't remember your email address, please contact your organization's administrator. If you continue to face issues, please email apps@gridlex.com.

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Step 3: Check your email inbox for a password reset link. Check your spam folders if you can't find the email in your inbox.



Step 4: Now open the email and click on the “Click Here” link.



Step 5: You will be redirected to the password creation page. You can now create a new password. Enter the new password, confirm it, and click “Reset Password.”

Password Creation

Email Address
navya@gridlex.com

New Password
.....

Confirm Password
.....

[Reset Password](#)

- ✓ Password must be of minimum of 8 characters
- ✓ Contain atleast one Lower case and Upper case
- ✓ Contain atleast one Number
- ✓ Contain atleast one special case

Step 6: Now login with the new password that you just created.

Login to Gridlex

Email Address or Username
navya@gridlex.com

Password
.....

[Login](#)

or

[Log In with SSO](#)

[Forgot Password? Click here to reset your password.](#) If you continue to face issues, please email apps@gridlex.com

If you need any help with any feature, data migration of your old data, or anything at all, just email apps@gridlex.com and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.