

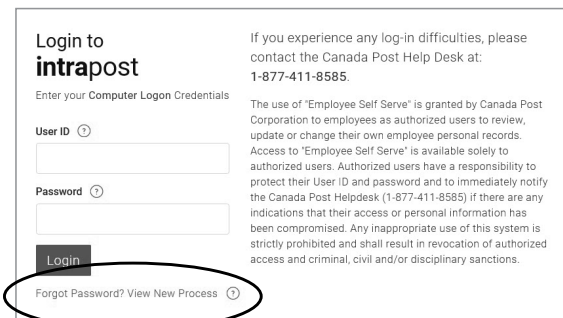
Forgot your password for Intrapost (My SAP/Portal), SAP GUI and Intrapost from home (I'm an employee)?

Employees with corporate computers, tablets or cell phones

Manage all your SAP passwords in Password Self Service. You now have a single password for SAP and your computer logon. Changing your computer logon password will also change your password for **Intrapost (My SAP/Portal)**, **SAP GUI** and **Intrapost from home (I'm an employee)**.

IMPORTANT NOTE: If you access **Intrapost (My SAP/Portal)** or **SAP GUI** through a corporate computer, tablet or a cell phone and you forgot your password, make sure to **ONLY change your password from your corporate computer**.

If you access **Intrapost from home (I'm an employee)** using a personal device, **ONLY change your password from your corporate computer while connected to VPN**.



Login to **intrapost**

Enter your Computer Logon Credentials

User ID

Password

Login

Forgot Password? View New Process

If you experience any log-in difficulties, please contact the Canada Post Help Desk at: 1-877-411-8585.

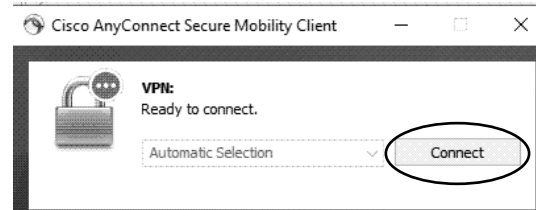
The use of "Employee Self Serve" is granted by Canada Post Corporation to employees as authorized users to review, update or change their own employee personal records. Access to "Employee Self Serve" is available solely to authorized users. Authorized users have a responsibility to protect their User ID and password and to immediately notify the Canada Post Helpdesk (1-877-411-8585) if there are any indications that their access or personal information has been compromised. Any inappropriate use of this system is strictly prohibited and shall result in revocation of authorized access and criminal, civil and/or disciplinary sanctions.

If you have not already signed up for **Password Self Service**, set up your registration and security questions to use the [self-serve solution](#).

How to change your password

Step 1

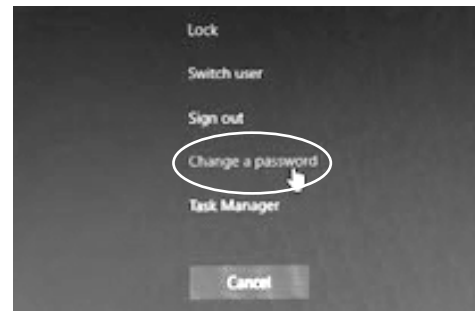
Ensure you are connected to **VPN**.



Step 2

Press **Ctrl + Alt + Del** from your keyboard.

Click **Change a password** to create a new password, which will synchronize your SAP passwords with your computer logon password.



The next time you log into your computer, ensure you use this new password for your computer **AND SAP**.

Corporate Mac computers

Instructions will be available through the existing SupportMyMac process.