

R Connect Logon User Guide

The following steps need to be followed while logging in into your RConnect: -

1. Your User ID will be P followed by your Employee Code.
2. When you login for the first time, your default password would be Rr@YYYYMMDD (your Date of Birth).
3. You are advised to change in your password immediately after your first login for security reasons.

Your new password should contain the following elements:

| No | Password Requirement | Value |
|----|--|-------|
| 1 | Minimum Letter Uppercase | 1 |
| 2 | Minimum Letter lowercase | 1 |
| 3 | Minimum Letter | 1 |
| 4 | Minimum Digit | 1 |
| 5 | Minimum Special Character | 0 |
| 6 | Minimum Password length | 8 |
| 7 | Password should be different from past how many password | 5 |

- If you forget your RConnect password, then you can reset your password by clicking on
- **Click here to Reset/Unlock your password** which is there on the homepage.
- Once you click on this, you will be directed to a new page wherein you will have an option of **Password Reset**.
- Click on the password reset option and enter the details to change your password.
- Once you have entered all the details, you will receive an auto generated mail on your official email id with a new password as well as you will receive the new password on your mobile number via Text SMS.
- Password will be triggered via SMS on the mobile number certified by you in the RConnect portal.
- In case you have a Corporate Mobile number, and it is certified on your RConnect then you will receive the password via Text SMS on that number. In case if you don't have Corporate Mobile number and are using Personal Mobile Number and it has been certified on your RConnect then you will receive the password via Text SMS on your Personal Mobile number. An employee gets to change his Personal Mobile number but cannot change the Corporate mobile number on the RConnect as it has already been updated and certified by the Jio Team.
- Refresh the RConnect page and enter your User ID and the password provided on your official mail ID and your phone number. Once you click on LOGON you will be given an option to enter your NEW PASSWORD.

- Kindly enter the OLD PASSWORD provided on your official mail ID and mobile number and enter the NEW PASSWORD as mentioned above using the above guidelines.
- You have now reset your password successfully!!
- If you have any more queries, kindly contact your respective HRBP.