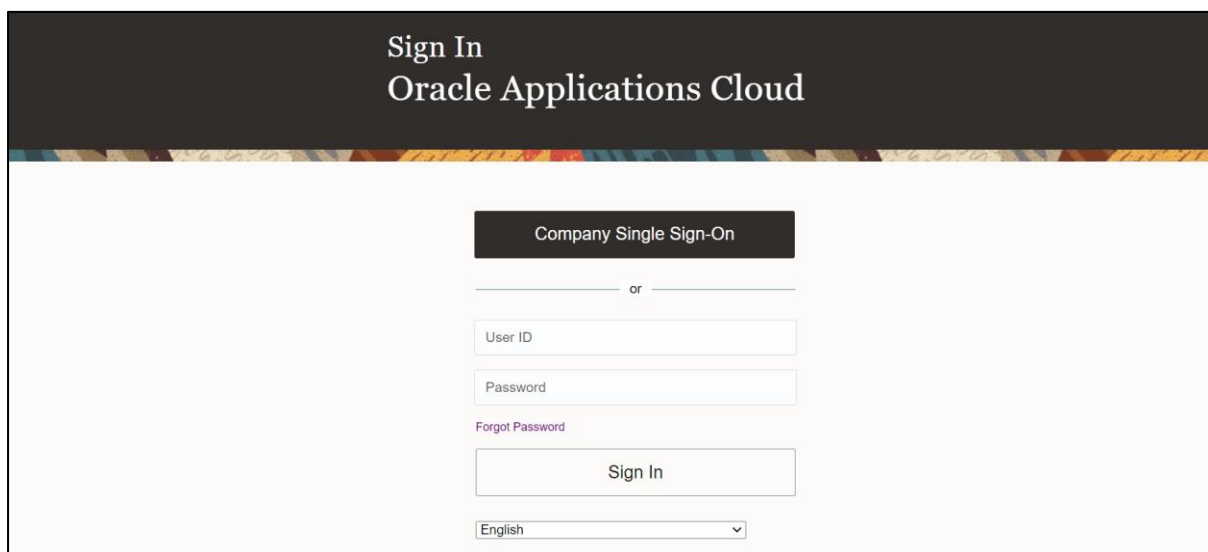# How to access Fusion

You should reset your password before accessing Fusion.

You can do this by selecting Forgot Password on the [Fusion sign-in page](#) and entering your email address. If you don't have a work email, please follow the Password Reset smart form guidance below.

Fusion will send an email containing a one-time link. Click on this link and you will be prompted to set a new password.

Your password must be at least 8 characters in length and contain one capital letter, one number and one special character (e.g. ABCdef25@). The [Fusion sign-in page](#) will appear once you have changed your password.

You can now log-in using your user ID and new password. Your user ID will be your Employee Number found on your payslip.
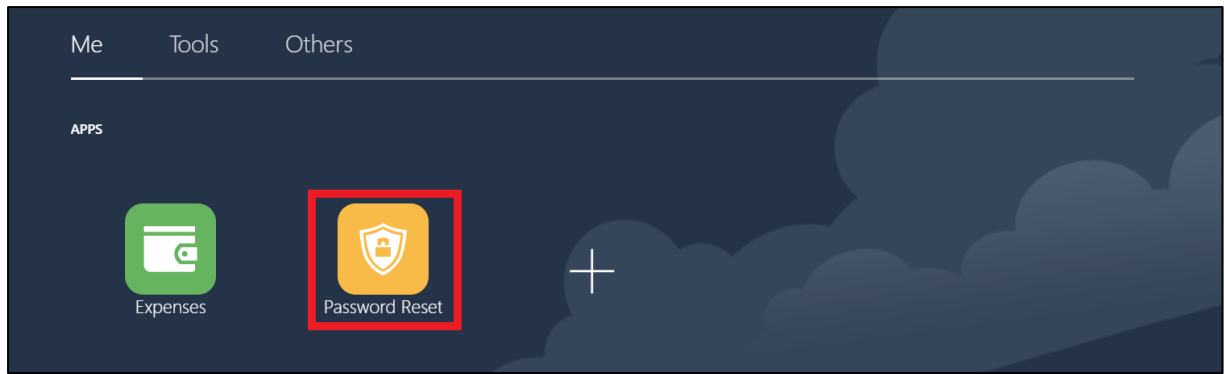
Password Reset smart form

If you don't have a work email, you can log-in to Fusion using your User ID and password that has been generated for you as below:

Your user ID is your Employee Number and can be found on your payslip.

Your password is your National Insurance Number in Capitals + @ + date of birth in the format ddmmyyyy in numbers. For example: AB123456C@25011998

Once logged-in, select the **Password Reset** smart form under the **Me** tab.

You will need to enter your Fusion user ID, National Insurance number and date of birth. You can then set your new password.