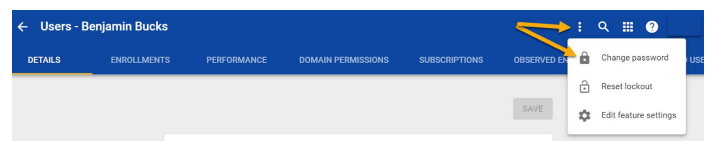
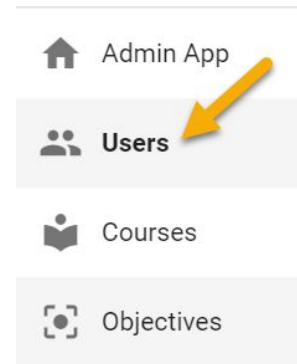


- In the event that a user forgets their password and does not have a password associated with their account, an Administrator can reset the user password.
- As an Administrator, navigate to the “Users” option in the left side menu.
- Find the desired user and click on the User ID to open the User profile.
- Click on the trip dot menu at the top right
- Select “Change Password”
- This will allow you to change and confirm the user password.
- **IMPORTANT**
 - **The user will NOT be notified of this password change.**



Change password - Benjamin Bucks

Password
.....

Confirm
.....

CANCEL OK