

- 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.

| ← Users - B | enjamin Bucks | | | | | : | ९ 🏼 🛛 | |
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| DETAILS | | PERFORMANCE | DOMAIN PERMISSIONS | SUBSCRIPTIONS | OBSERVED EN | 6 | Change password | USE |
| | | | | | | ô | Reset lockout | |
| | | | | | SAVE | ¢ | Edit feature settings | |
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Change password - Benjamin Bucks

| Password | | |
|----------|--------|----|
| Confirm | | |
| | CANCEL | OK |