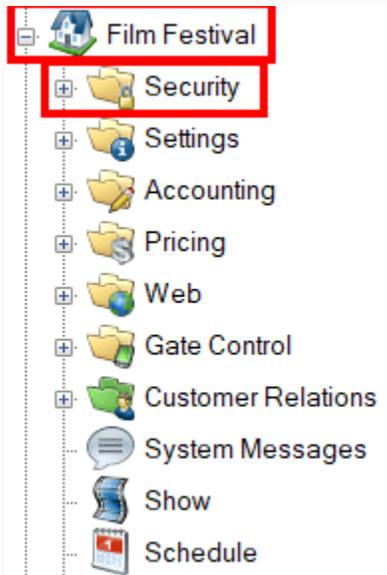


Reset a Password in Administration

Any **Administrator** of an organization can easily reset passwords for other users in that organization.

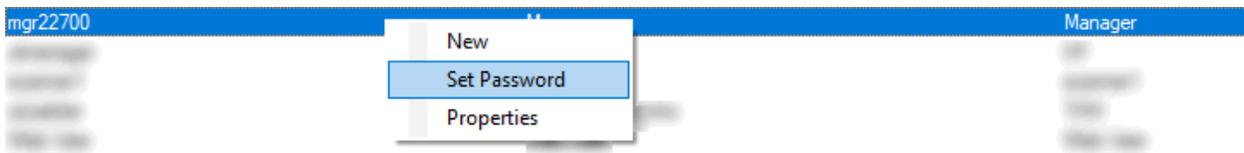
1. Log In to **Administration**.
2. Select the **Security** folder.



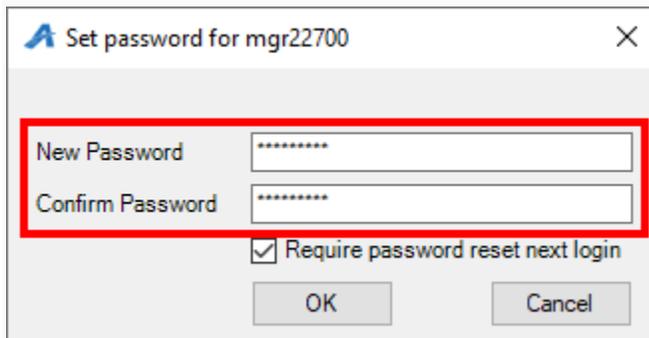
3. Click the **Users** icon.



4. Find the existing **User** from the list of usernames.
5. Right-click the **User** and select **Set Password**.



6. Create the **New Password** and **Confirm Password**.



Set password for mgr22700

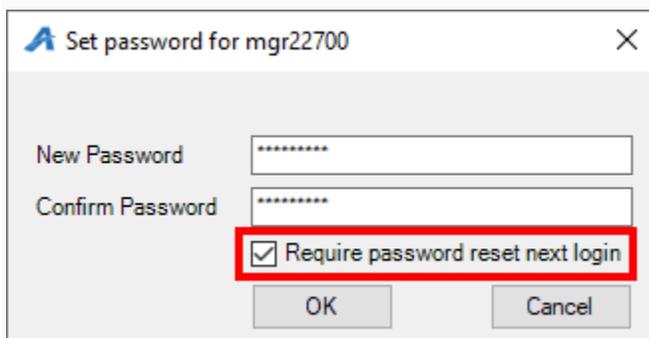
New Password

Confirm Password

Require password reset next login

OK Cancel

7. If you are setting a *Temporary Password* for this **User**, make sure to check **Require Password Reset Next Login**. This will require the **User** to create a new password when they first log in to the system.



Set password for mgr22700

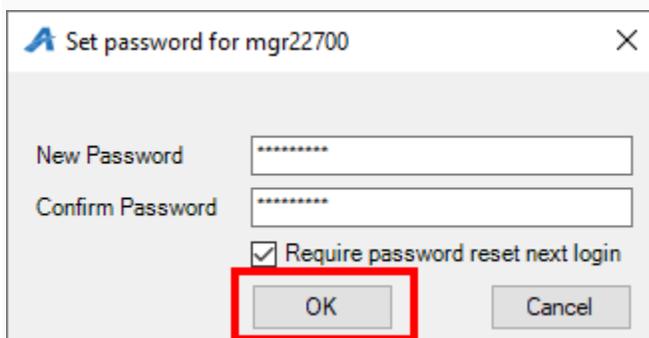
New Password

Confirm Password

Require password reset next login

OK Cancel

8. Once completed, click **OK**.



Set password for mgr22700

New Password

Confirm Password

Require password reset next login

OK Cancel

NOTE: Make sure that the password is at least eight characters long and includes one uppercase letter and one numeric character. Users will be required to change their password every 90 days.