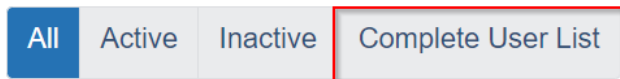


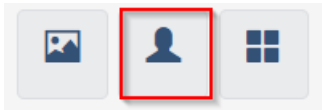
SUPER USER TOOLKIT: MANUALLY RESET A USER'S PASSWORD

The instructions below were created to help managers to manually users' passwords. This may be relevant if a staff person is having difficulty resetting their password using the email password reset function, or if the user does not have a work email assigned to them.

1. From the Administration menu, select Users.
2. Select Complete User List.

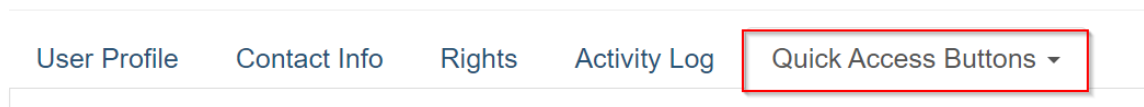


3. Click the User Account button for the relevant user.



4. From the Quick Access Buttons tab, select Reset User Credentials.

User Account



5. Click the Reset User Credentials button.

Reset User Credentials

This will reset a user's membership credentials to default values. They will be asked to change their password upon login.

User Name	<input type="text" value="iqbalm"/>
Temporary Password	<input type="text" value="A]\$sT#>PJ4:QOB"/> <input type="button" value="Hide"/>

User credentials have been reset.

6. Click the Show button to display the temporary password.
7. Assist the user to log in using this temporary password. They will be prompted to reset their password upon logging in.