




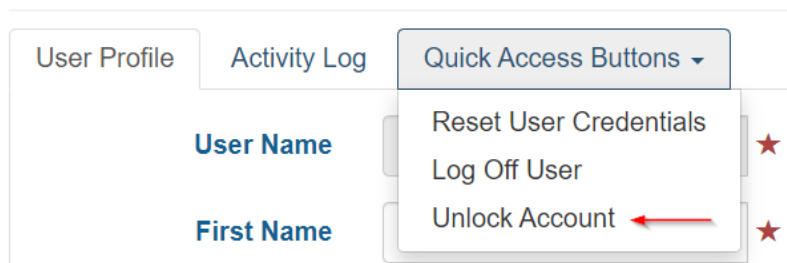
SUPER USER TOOLKIT: UNLOCK A USER ACCOUNT

1. From the Administration menu, select Users.
2. Click on the User Account button for the user who is locked out of their account.

Bailey, Miranda	baileym	Active	2022-09-22 3:09 PM			
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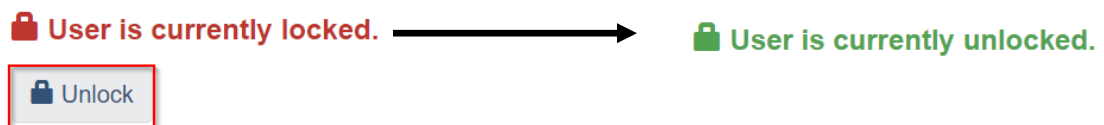
3. From the Quick Access Buttons tab, select Unlock Account.

User Account



The screenshot shows the 'User Account' page with three tabs: 'User Profile', 'Activity Log', and 'Quick Access Buttons'. The 'Quick Access Buttons' menu is open, showing three options: 'Reset User Credentials', 'Log Off User', and 'Unlock Account'. A red arrow points to the 'Unlock Account' option, which is also marked with a red star. The 'User Name' and 'First Name' fields are visible on the left side of the page.

4. To unlock the account, click the Unlock button. The status will change to unlock.



5. The user will now be able to access their account or reset their password from the login screen.