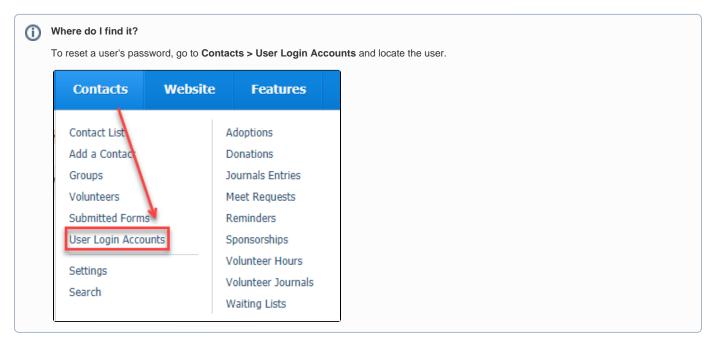
## Resetting a user's password

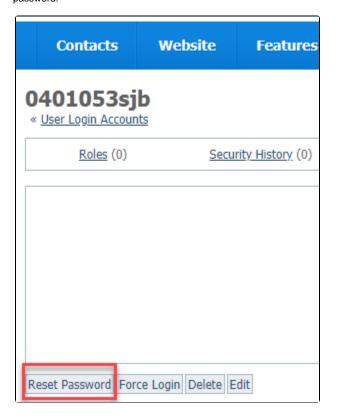
People frequently forget their passwords and will ask you to reset the password for them. You've already figured out how to search for a contact, access their **User Login Account** information, and set roles and permissions. Resetting a password is easy.



When you reset the password for a user, a new password is emailed to the email address listed on the user's User Login Account.

To reset the password:

- 1. Find the user in the user login account list and click their username to take you to the user's details.
- 2. Click **Reset Password**. A new password is emailed to the user. Once the user logs in using the new password, the user can change the password.



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