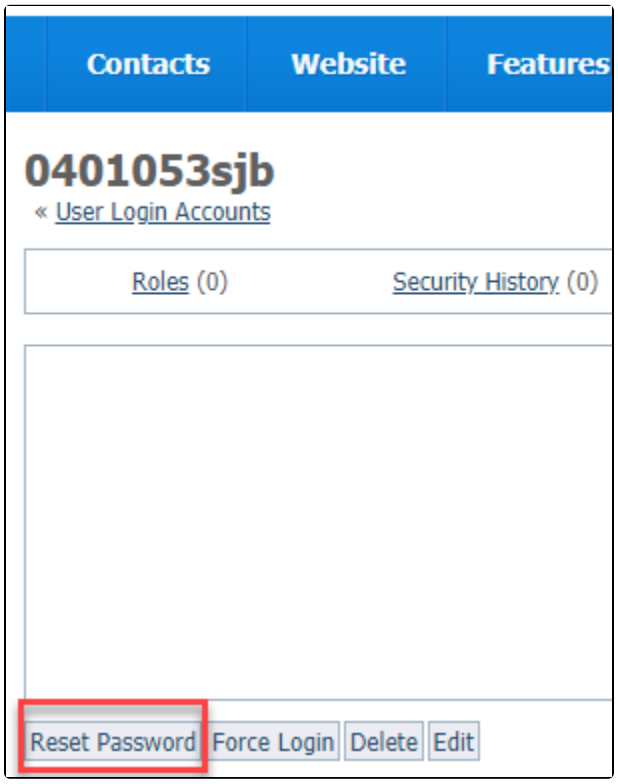
_Resetting_a_user's_password_Content_v1

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.