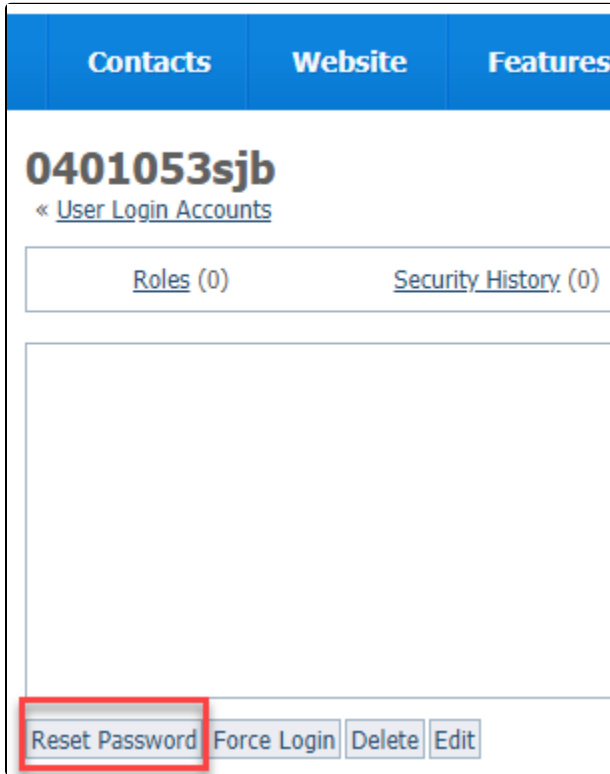


Resetting_a_user's_password_Content_v1

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.



The screenshot shows a web interface with a blue header containing three tabs: 'Contacts', 'Website', and 'Features'. Below the header, the username '0401053sjb' is displayed in large bold text, with a link '« User Login Accounts' underneath. Below this, there are two links: 'Roles (0)' and 'Security History (0)'. A large empty rectangular box occupies the middle of the page. At the bottom, there is a row of four buttons: 'Reset Password', 'Force Login', 'Delete', and 'Edit'. The 'Reset Password' button is highlighted with a red rectangular border.