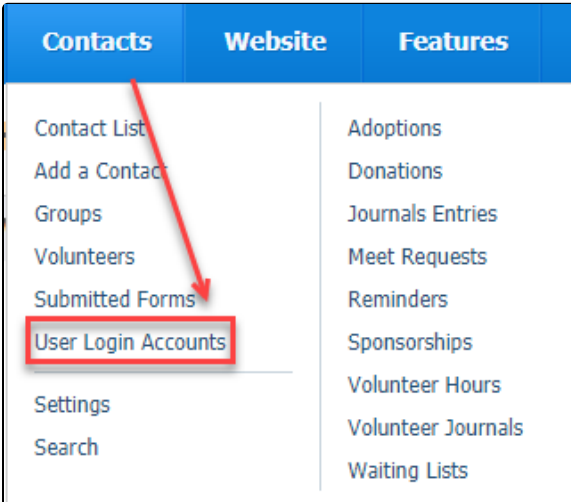# Resetting a user's password

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.
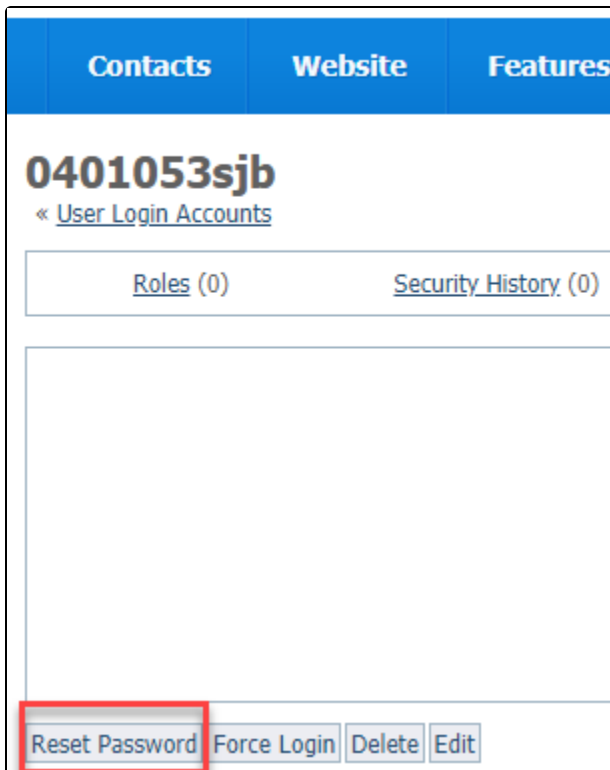

ⓘ **Where do I find it?**

To reset a user's password, go to **Contacts > User Login Accounts** and locate the user.

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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