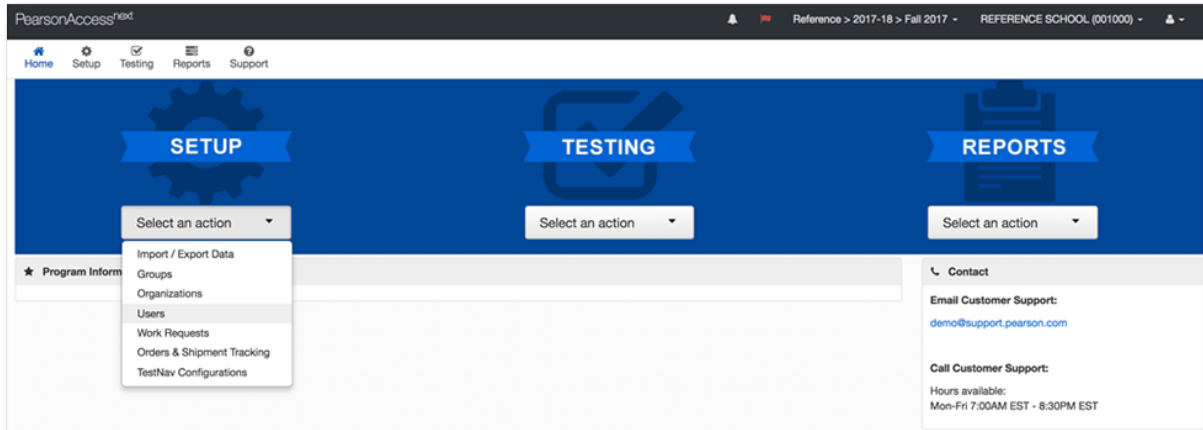


Reset Passwords for Users You Administer

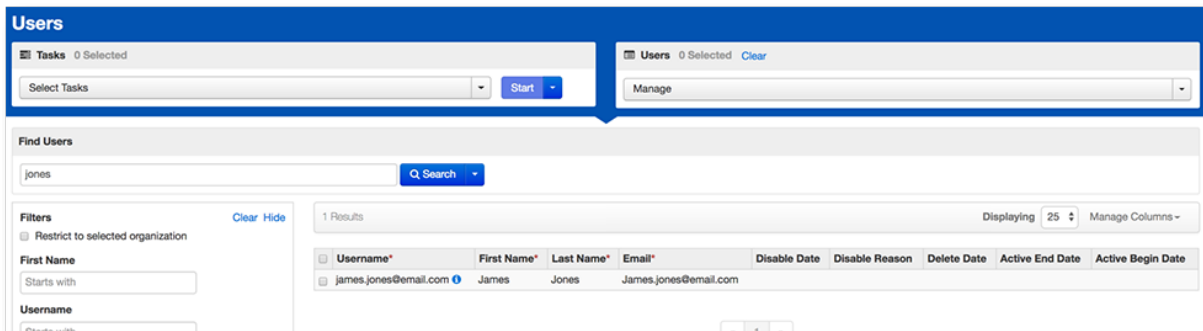
You can reset passwords for users that you administer. You typically use this functionality to perform a mass reset. For example, you may need to reset passwords for all users in a school at the beginning of a school year. You may also need to reset a password for a user account after the user attempts five consecutive invalid logins.

Step-by-Step

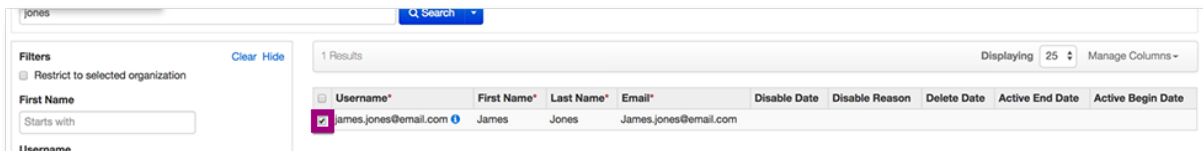
1. From **Setup**, select **Users**.



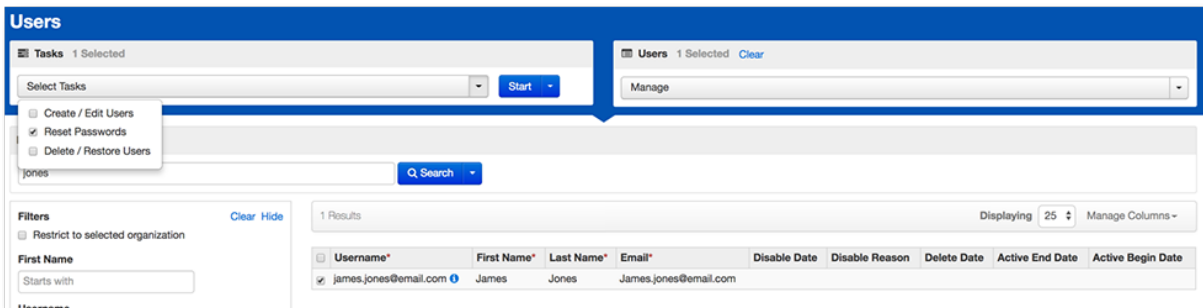
2. Type the user's name into the search field, and click **Search**.



3. Click the checkbox next to the user.



4. Click **Select Tasks**, select **Reset Passwords**, and click **Start**.



5. Click the checkbox next to the user.

Reset Passwords

Reset PasswordsReset

<input type="checkbox"/> Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason	Delete Date	Active End Date	Active Begin Date
<input checked="" type="checkbox"/> james.jones@email.com ⓘ	James	Jones	James.jones@email.com					

* Required

Reset PasswordsReset

6. Click **Reset Passwords**.

Reset Passwords

Reset PasswordsReset

<input type="checkbox"/> Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason	Delete Date	Active End Date	Active Begin Date
<input checked="" type="checkbox"/> james.jones@email.com ⓘ	James	Jones	James.jones@email.com					

* Required

Reset PasswordsReset

Effects

The system sends an email to the user(s) confirming the reset password request. The user(s) can then create a new password.