

# Reset Passwords for Users You Administer

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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



Read It

(Click  to view image)

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. 
6. Click **Reset Passwords**. 

## Effects

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

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