Reset a User's Password

Administrators with the appropriate rights can reset a user's password.

To reset a password

1. From any page, open the Setup menu in the main navigation bar and click Users. The Users List opens.
2. Locate the user in the list and click the Password link. The Change Password window opens.
3. In New Password, enter the user's password, and then confirm it by entering it again in Verify Password.
4. Click Submit.
5. Click close.
6. Notify the user of the change in password.

   Note: Remind the user that they will need to set a new password when they use this temporary password to log in to EMResource.