



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.