How to Reset User Passwords

1. Hover over Admin tab
2. Click on **Users**
3. Search for User
4. Click on the **Options** button in the top left hand corner
5. Select **Change Password** option
6. Choose to send forgot password email or define a temporary password
7. If choosing to enter a password, click on **Define a Temporary Password**
8. Click **OK**
9. Enter New password
10. Confirm password
11. Click **Save**
12. If choosing to send an email, click on **Send Forgot Password Email or Define a Temporary Password**
13. Click **OK**