

# How to Reset a User's Password

Please note: this video describes the password reset process for site administrators working with sites that DO NOT use Active Directory or Single Sign On. If your site uses either of these methods, please contact your local IT department instead.

To reset a password for a local user, first, click the Admin tab, then, click Users and locate the individual who needs their password reset. Click the Edit link and navigate to the Password tab.

Enter a new password for the user. You can keep this password simple as they will be prompted to reset it to something more secure the next time they login.

Click Save Changes. The password has been reset and you can notify the user of their temporary password.