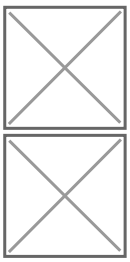
How To Reset a Users Password

From System Administration

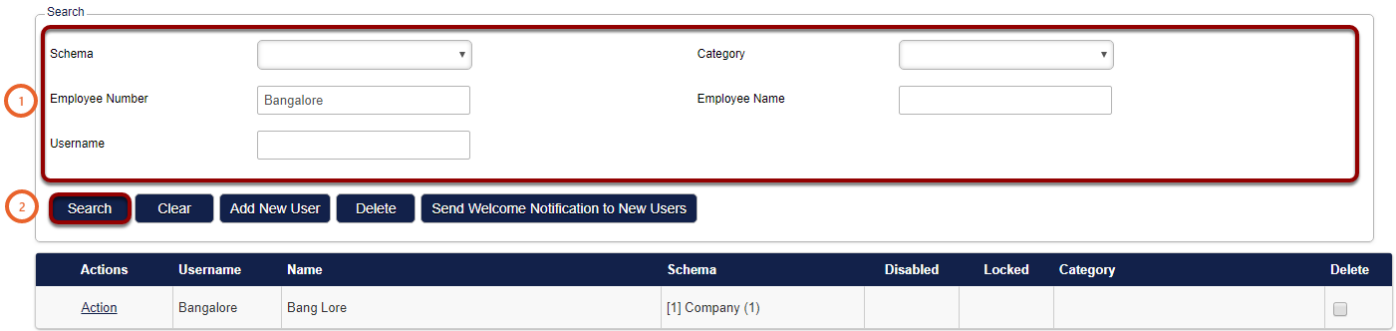
How to get there?

Click on System Administration (1). Then with your cursor hover over System Administration (2) then Users (3) then click on Manage Users (4).



What to do?

- Search for your employee by inserting the employee's details using the search box (1).
- Click on Search (2).



- Click on Action (3). A small windows will open.
- Click on View / Edit (4). You will be navigated to a new screen.



Select one of the three options:

- Send the user a link so that they can reset themself (1).

- Reset user password and display it here (2).
  - When this option is selected the new password will display on your screen.

- Reset user password, display it here and send them a notification (3).
  - When this option is selected the new password will be displayed on your screen and the employee will receive an email about the password reset.

- Once you have selected your option you can now click on Reset User Password (4).



By Using The Forgot Password Link

- Navigate to the Sign In screen (1).
- Click on Forgot your password button (2).



- Enter your Username (3).

- Then click on Reset Password (4).



- Enter your ID / Passport Number (5).
- Click on Reset Password (6).



- You will be able to enter your New Password (7).
- Confirm your New Password (8).
- Click on Update Password (9).

> Please Note: We recommend having characters in a combination of upper and lower case letters, numbers and special characters. For example: P@ssw0rd12#.



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