

Change User's Password

As an Administrator or Account Owner, you can reset the passwords of other user accounts.

To change a user's password, please follow the instructions below:

1. Click a user name in the list of users.
2. On the Edit user page, click **Change Password**.

← Edit User

Kate
Administrator

View Activity

General | Group Membership | Courses

Use this page to edit user information **Save**

* Login: Kate [Change Password](#)
User will receive notification about password change

* Role: Administrator
Administrator has full access to the account except the Billing page.

* Email: kate.black@gmail.com

Active User: On
User never logged in

Make inactive: Off
User will become inactive since a specified date

First Name: Kate

Last Name: Black

Delete User
User will be permanently deleted from the account

3. Type a new password in the appeared text field. You can see what you type by selecting the **Show characters** checkbox.
4. Click **Save**.

Change Password

Enter a New Password:

Show characters

Save Cancel

You will see a notification that the password has been changed. The user must use the new password to log into the system.



You can enable the strong password feature in the [Security](#) settings. If enabled, the password requirements will be more complex: at least six characters with one uppercase letter (A-Z) and a number (0-9). If the strong password feature is off, you can use a simple pass that includes 6 characters.