


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

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Use this page to edit user information Save

* Login:	<input type="text" value="Kate"/>	Change Password User will receive notification about password change
* Role:	<input type="text" value="Administrator"/> ▼ <small>Administrator has full access to the account except the Billing page.</small>	Active User: <input checked="" type="checkbox"/> On User never logged in
* Email:	<input type="text" value="kate.black@gmail.com"/>	Make inactive: <input type="checkbox"/> off User will become inactive since a specified date
First Name:	<input type="text" value="Kate"/>	
Last Name:	<input type="text" value="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

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.