

# 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.