





Changing Password

To change a user's password:



1. Click the user's name in the **Users** section.


Manage Users

- Users
- Roles
- Departments
- Groups

<input type="checkbox"/>	User Name ↓	Status	Department
<input type="checkbox"/>	 Glenda Johnson glenda.johnson		Sales My Company
<input type="checkbox"/>	 Helen Smith helen.smith		My Company
<input type="checkbox"/>	 Kurt Hicks kurt.hicks		Sales My Company
<input type="checkbox"/>	 Nick Moore nick.moore		Sales My Company

2. Then, click the **Change Password** link.

← User Information  

 **Helen Smith**
Learner Message

Personal Information Group Memberships Access Level More ▾

General user information Save

* Login: [Change Password](#)
The user will receive a password change notification Change Password

* Email:

First Name:

Last Name:

Job Title:

Country: ▾

User is Active:

Last login was on Jul 23, 2019, 5:42:03 PM UTC

✗ Delete User
This user will be permanently deleted from the account

3. Enter a new password into the text field and hit the **Save** button.

Change Password ✕

Enter a New Password:

Show characters

Save Cancel

 You can enable and disable using strong passwords in the [Settings](#) section,