

Changing Password

To change a user's password:

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

The screenshot shows the 'Manage Users' interface in the ispring learn system. The sidebar on the left contains navigation links for Home, Users, Roles, Departments, Groups, and Sign up Profiles. The 'Users' section is active. The main content area displays a list of users with the following data:

<input type="checkbox"/>	User Name ↑	Department	
<input type="checkbox"/>	Agata Brown agata.brown	Sales Department My Company	...
<input type="checkbox"/>	Earl Miller earl.miller	Technical services My Company / Product Development	
<input type="checkbox"/>	Harry Evans harry.evans	Engineering My Company / Product Development	
<input type="checkbox"/>	Julie Gibson julie.gibson	Customer Care My Company / Sales Department	
<input type="checkbox"/>	Mark Spencer mark.spencer	Active Sales My Company / Sales Department	


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

The screenshot shows the 'User Information' page for Agata Brown. The 'Personal Information' tab is selected. The page displays the following information and fields:

- User Profile:** Agata Brown (Learner) with a 'Message' button.
- General user information:** Fields for First Name (Agata), Last Name (Brown), * Login (agata.brown), and * Email (agata.brown@ispring.com). A 'Save' button is present.
- Change Password:** A link labeled 'Change Password' is located next to the First Name field. Below it, a note states: 'The user will receive a password change notification'.
- User Status:** 'User is Active' (toggle on) with a note 'User never logged in'. 'Make inactive' (toggle on) with a note 'User will be deactivated at 11:59 PM on the selected day'.
- Deactivation Date:** A date field showing '1/19/2022' with a calendar icon.

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

The screenshot shows a 'User Information' page for a user named Agata Brown, who is a 'Learner'. The page has a sidebar with 'Personal Information' and 'General user information' sections. The main content area shows fields for 'First Name', 'Last Name', 'Login', and 'Email'. A 'Change Password' modal is open in the center, with a text field for 'Enter a New Password' containing eight dots. Below the text field is a checkbox labeled 'Show characters'. At the bottom of the modal are 'Save' and 'Cancel' buttons. A hand cursor is pointing at the 'Save' button. In the background, there are toggle switches for 'User is Active' and 'Make inactive', and a date field showing '1/19/2022'.

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