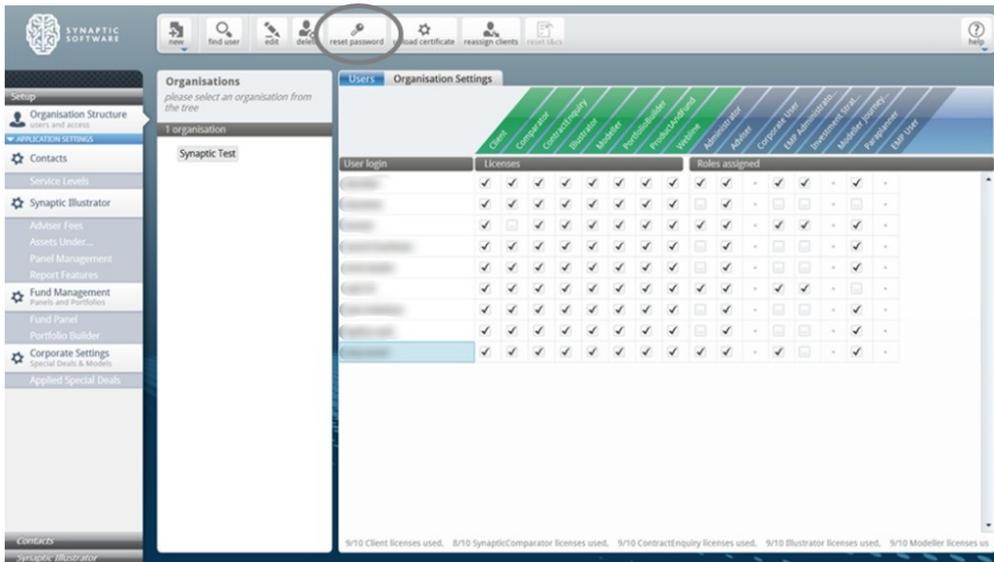


# How do I reset a users password?

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Any user passwords can be reset by highlighting the user and clicking on the **reset password** button on the ribbon bar.



New password can then be entered.

The 'Reset Password' dialog box is shown. It contains the following fields and buttons:

- Reset Password** (Title)
- Please enter and confirm the new password for this user.* (Instruction)
- username** (Text input field)
- new password** (Text input field)
- confirm password** (Text input field)
- Change Password** (Button)
- Cancel** (Button)

Click **Change Password** to complete the process. This will immediately change the user password and allow them access to the software.