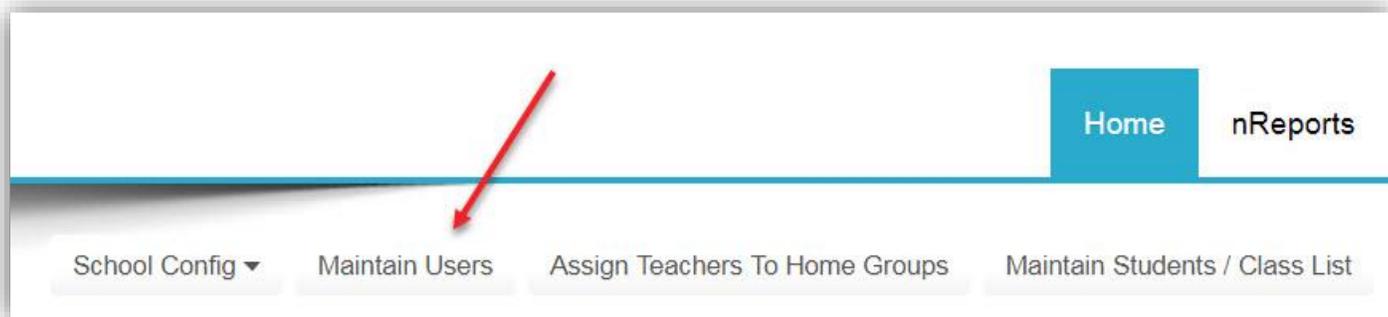




Reset User Passwords

1. On the Home page, select 'Maintain Users'.



2. Change the Paging Size to 'List All' (This makes it easier to find the user in the list).
3. Click the button labelled 'Reset' for the user who needs their password reset. (It will be set to 'pass-word').

The screenshot shows the 'User List' table in the nForma application. The table has columns for 'UserName', 'First Name', 'Last Name', 'Teacher C_Number', 'Email', 'Role', 'Password', 'Change Email', 'Command', and 'Active'. The 'Paging Size' dropdown menu is set to 'List All'. A red arrow points to the 'Reset' button for the user 'AW01', and another red arrow points to the 'Paging Size' dropdown menu.

| UserName | First Name | Last Name | Teacher C_Number | Email | Role | Password | Change Email | Command | Active |
|----------|------------|-----------|------------------|--------------------|----------------------|----------|--------------|---------|--------|
| AW01 | Amanda | White | C0001 | awhite@cepl.com.au | Teacher | Reset | Change | | |
| editir | editor | editor | 12345 | info@cepl.com.au | Office Administrator | Reset | Change | | |
| guest | Guest | User | C123 | guest@cepl.com.au | Administrator | Reset | Change | | |
| JE01 | Joseph | Evans | C0002 | jevans@cepl.com.au | Teacher | Reset | Change | | |
| JK01 | Jo | King | C0003 | jking@cepl.com.au | Teacher | Reset | Change | | |
| KL01 | Kelly | Lang | C0004 | klang@cepl.com.au | Teacher | Reset | Change | | |
| PP01 | Peter | Piper | C0005 | ppiper@cepl.com.au | Teacher | Reset | Change | | |