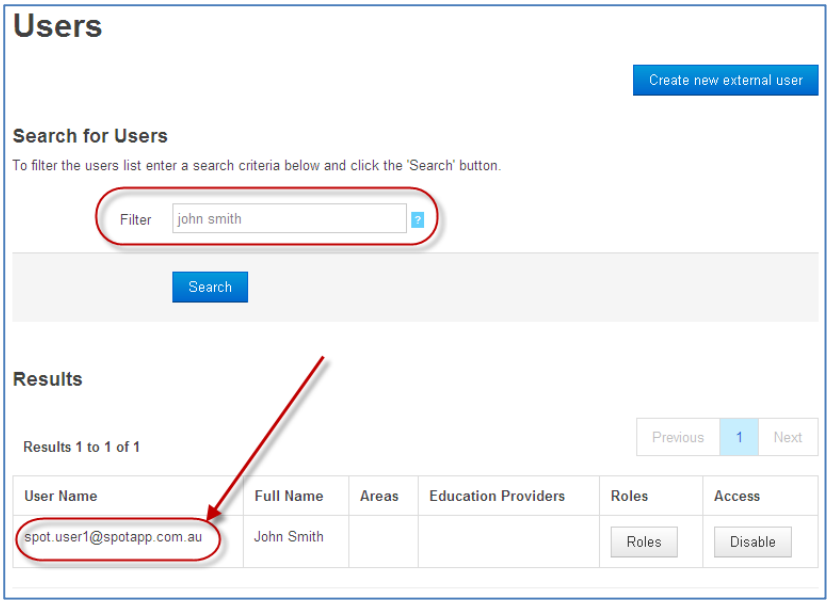
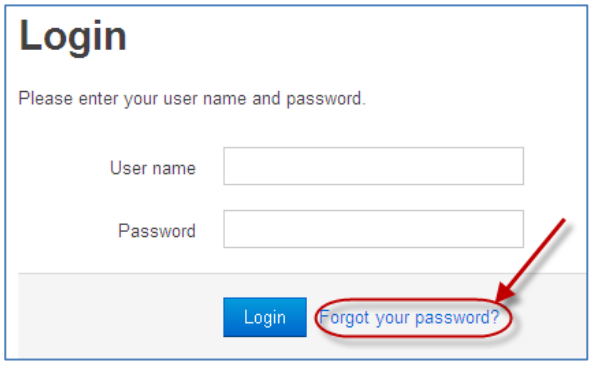
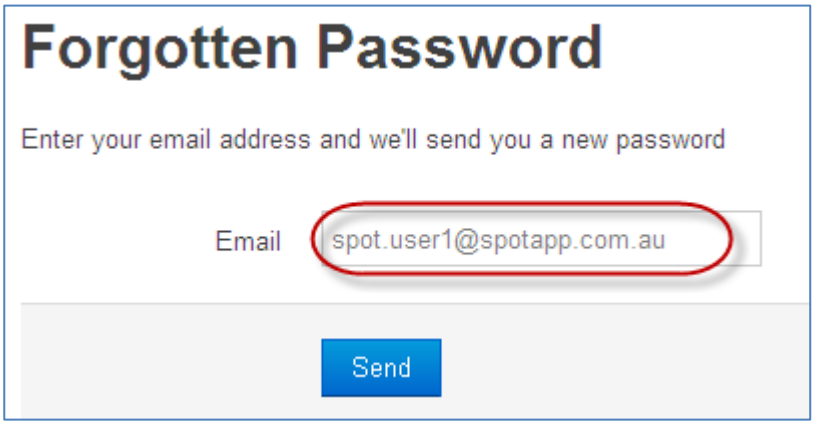
ARef-03 - Administrator Reference Sheet – How to Reset a User's Password.

Steps	Action	What it looks like
1.	From the **Administer Users** screen, search for the User you wish to reset the password for by typing their name into the **Filter** field and then clicking the **Search** button. Highlight the **User Name** and Copy it. Then log out of SPOT.	
2.	In the **Login** screen, click the **Forgot your password?** link.	
3.	In the **Forgotten Password** screen, Paste the User's User name into the **Email** field and click the **Send** button. The User will now be emailed a new password and their old password will no longer be able to be used.