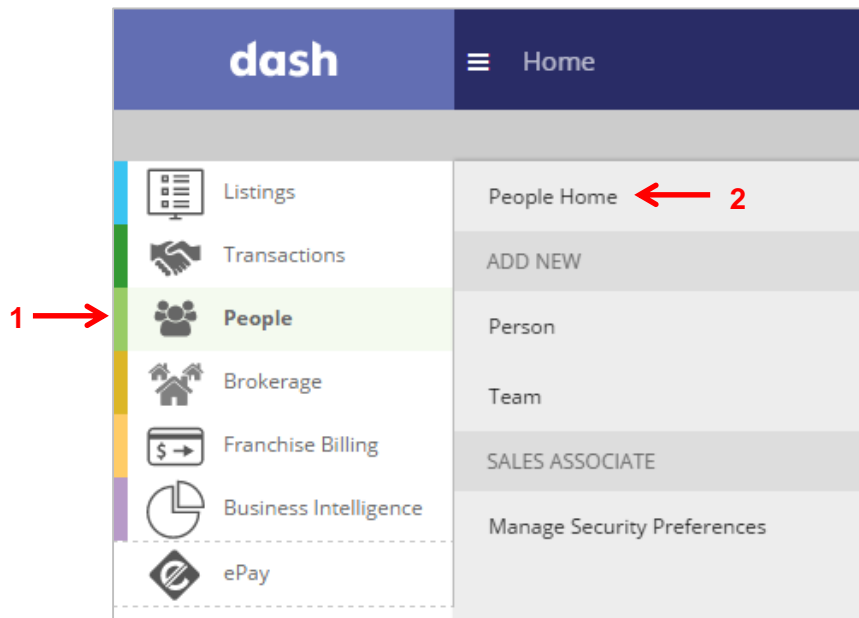


Reset a Password

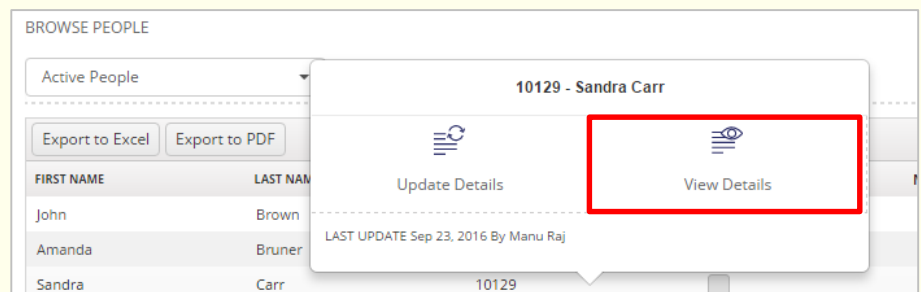
If you have the appropriate permissions, you can reset a user's password for your brand intranet site and other applications such as dash.

1. Click **People** on the left navigation menu.
2. Click **People Home**.



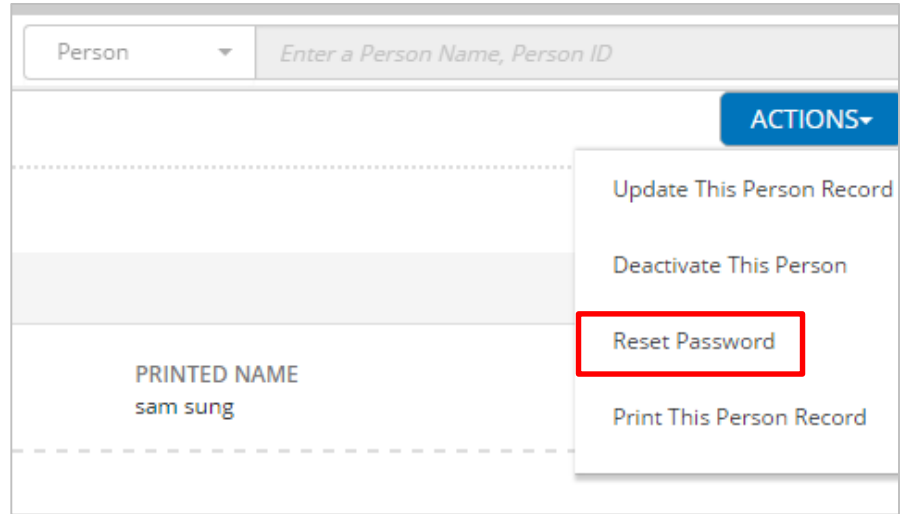
Locate the user using the **Search** at the top of the screen, or the **Browse Grid** at the bottom.

3. Click on the user's record.
4. Select **View Details**.



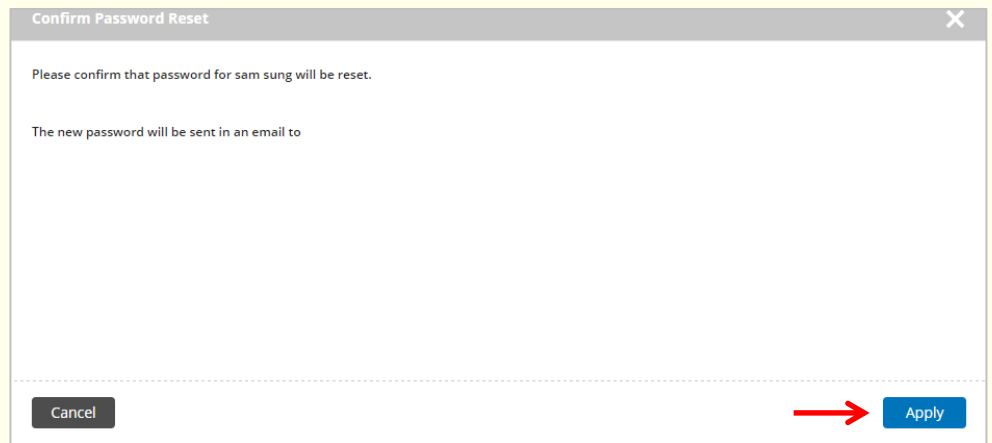
The **View Person** screen displays.

- 5. Click the **Actions** dropdown menu on the top right hand corner.
- 6. Select **Reset Password**.



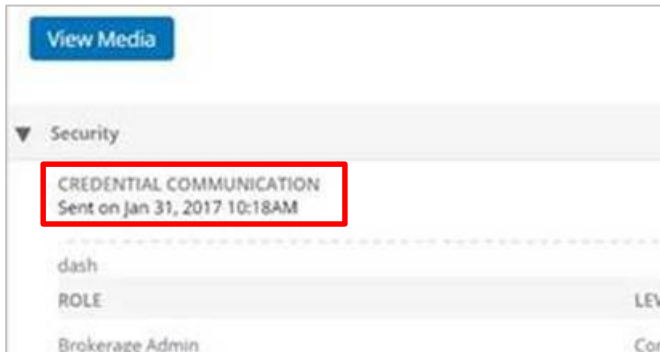
- 7. Click **Apply** to confirm the reset.

An email will be sent to the user's business email with their new automated password.



You can see when the updated credential information was last sent to the user by referring to the user's record.

*In the **View Person** screen:*



*In the **Edit Person** screen:*

