## **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.

	das	h ≡ Home	
	Listings	People Home	← 2
	Transact	ons ADD NEW	
<ol> <li>Click <b>People</b> on the left navigation menu.</li> <li>Click <b>People Home</b>.</li> </ol>	1> 🐮 People	Person	
	Brokerag	<sup>;e</sup> Team	
	<b>\$→</b> Franchise	Billing SALES ASSOCIA	ATE .
	Business	Intelligence Manage Securi	ity Preferences
	ePay		
Leasts the upper uping the			
Search at the top of the screen.	BROWSE PEOPLE		
or the <b>Browse Grid</b> at the bottom.	Active People 10129 - Sandra Carr		dra Carr
	Export to Excel Export to PDF	≣₽	
<ol> <li>Click on the user's record.</li> <li>Select View Details.</li> </ol>	FIRST NAME LAST	NAN Update Details	View Details
	Amanda Brur	vn LAST UPDATE Sep 23, 2016 By Manu Raj ner	

<ul> <li>The View Person screen displays.</li> <li>5. Click the Actions dropdown menu on the top right hand corner.</li> <li>6. Select Reset Password.</li> </ul>	Person Enter a Person Name, P PRINTED NAME sam sung	Person ID ACTIONS Update This Person Record Deactivate This Person Reset Password Print This Person Record
<ul> <li>7. Click <b>Apply</b> to confirm the reset.</li> <li>An email will be sent to the user's business email with their new automated password.</li> </ul>	Confirm Password Reset Please confirm that password for sam sung will be reset. The new password will be sent in an email to Cancel	

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

	view Media	
v	Security	
	CREDENTIAL COMMUNICATION Sent on Jan 31, 2017 10:18AM	
	dash	
	ROLE	LEV
	Brokerage Admin	Con

## In the Edit Person screen:

EDIT PERSON		
Albert Faiola   PERSON ID : 0001		
Essentials	Positions	Pro
CREDENTIAL COMMUNICATION	Sent on Jan 31, 2017 10:18AM	
APPLICATIONS	dash	
	ROLES	DESCRIPTIO