

Enable Self Password Reset

Users with the **User** Administrative Role can **Enable Self Password Reset** for each user at the agency

1. Click on the **Self Password Reset** option beside **User** under **Admin** tab

	General	
Individual	Provider	Preferences Password Policy Archive Preference
Agency		
Admin	User	New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Self Password Reset
Agency		


2. On the **User List** page click on **Enable** beside the user name under **Enable/Disable Self Pass Reset** column to enable self password reset option for a user.

User List

Login Name ↑	First Name	Last Name	Title	Employee ID	Status	Enable/Disable Self Pass Reset	Self Password Reset Enabled
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All ▾	<input type="text"/>	All ▾
sonia	Sonia	Afreen	Special Educator		Active	Enable	No
amina	Amina	Akhter	Academic Coordinator- IE		Active	Enable	No
amira	Aamira	Shabnam	Software Engineer, QA		Active	Enable	No
abu	abu	taher	Academic Coordinator		Active	Enable	No

Showing 1 to 04 of 04 entries

< 1 >

 Export to Excel

For more information on Self Password Reset please click [here](#)