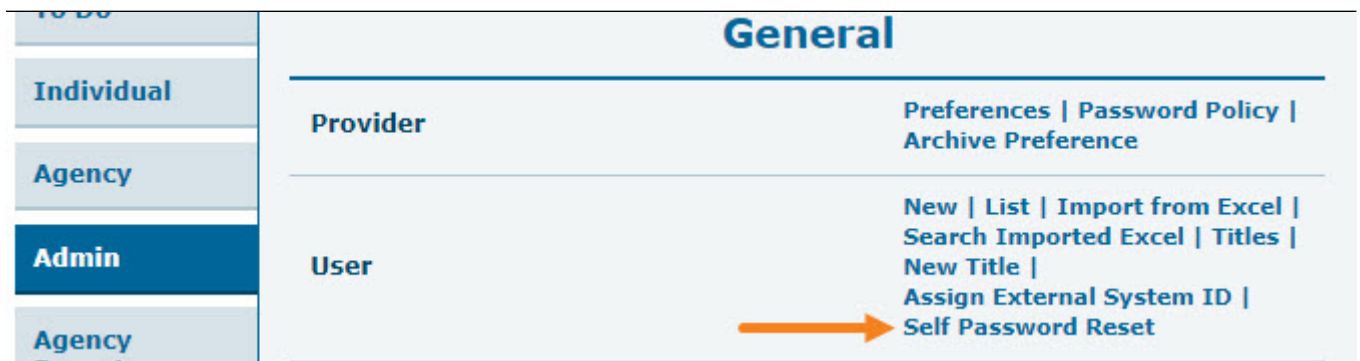


Enable Self Password Reset

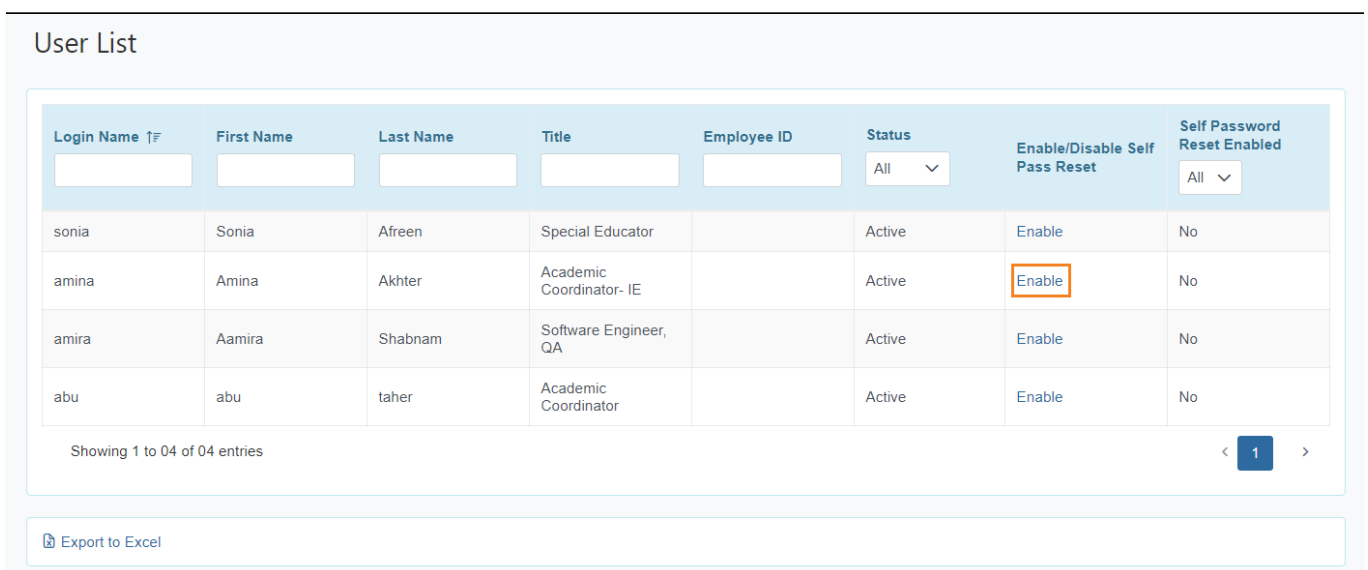
Users with the **User** Administrative Role can **Enable Self Password Reset** for each user at the agency

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



The screenshot shows the 'Admin' tab selected in the left sidebar. The main content area is titled 'General' and contains two main sections: 'Provider' and 'User'. The 'User' section has a list of actions: 'New | List | Import from Excel | Search Imported Excel | Titles | New Title | Assign External System ID | Self Password Reset'. An orange arrow points to the 'Self Password Reset' option.

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.



The screenshot shows the 'User List' page. It features a table with the following columns: Login Name, First Name, Last Name, Title, Employee ID, Status, Enable/Disable Self Pass Reset, and Self Password Reset Enabled. The 'Enable' button in the 'Enable/Disable Self Pass Reset' column for the user 'amina' is highlighted with an orange box. Below the table, there is a pagination control showing 'Showing 1 to 04 of 04 entries' and a page number '1'. At the bottom, there is an 'Export to Excel' button.

Login Name	First Name	Last Name	Title	Employee ID	Status	Enable/Disable Self Pass Reset	Self Password Reset Enabled
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

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