

## **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

1000	General				
Individual	Provider	Preferences   Password Policy   Archive Preference			
Agency		New   List   Import from Excel			
Admin	User	Search Imported Excel   Titles   New Title			
Agency		Assign External System ID   Self Password Reset			

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.

Jser List									
Login Name 1े≓	First Name	Last Name	Title	Employee ID	Status All 🗸	Enable/Disable Self Pass Reset	Self Password Reset Enabled All V		
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									
Export to Excel									



For more information on Self Password Reset please click  $\underline{here}$