

Self Password Reset

The **Self Password Reset** feature allows users to reset their passwords using a one-time password reset token sent to their email by clicking the **'forgot password?'** link from the login page.

Note: A user must configure the **Self Password Reset** feature in advance in order to be able to use this feature.

- [Enable Self Password Reset](#)
- [Configure Self Password Reset](#)
- [Reset Password from Login Page](#)

Enable Self Password Reset

The user will have the opportunity to use this feature if the Self Password Reset role is enabled for the provider account and an administrator has made this functionality available to the user. 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

To Do	General	
Individual	Provider	Preferences Password Policy
Admin	User	New List Import from Excel Search Imported Excel Assign External System ID Self Password Reset
Agency Reports		

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

User List							
Login Name <small>TF</small>	First Name	Last Name	Title	Employee ID	Status	Enable/Disable Self Password Reset	Self Password Reset Enabled
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All <small>▼</small>	<input type="text"/>	All <small>▼</small>
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](#)

Configure Self Password Reset

- Click on the **Configure** link beside the **Self Password Reset** from the **Settings** tab.

To Do

Individual

Health

Agency

Admin

Agency Reports

Individual Home Page

Settings

My Settings

Personal Details	Edit
Self Password Reset	Configure
Super Admin List	View
Password	Change
Test Mode	On Off
SComm Settings	Configure
Individual Home Shows	All Recently Accessed

Issue Tracking

My Issues

SComm

Inbox
Sent Items
Compose
Drafts
Custom User Group

Classes

Overdue
Due
View Sign ups
View Results/Notes
Training History
Training Profile

2. On the next page, enter the login **Password** and click on the **Verify** button.

Please enter your password before proceeding

Password

Back

Verify

3. On the **Self Password Reset Configuration** page, enter the **Email** and click on the **Verify** link where the **Password Reset** Token will be sent.

Self Password Reset Configuration

→ Email

abc@demo.net

✖ Verify

Phone/Text
Message Email


?

Cancel

→ Update

4. Enter the 6 digit code that has been sent to your email address. After entering the code, click on the **Submit** button.

Therap Email Verification Code :: Verify Email Address Inbox x



no.reply@therapglobal.net
to me ▼

Please use the code 000000 to verify your email address for Self Password Reset Configuration. This code will be valid for next 5 minutes.

↩ Reply

➦ Forward

Verify Email Address



An email with a 6 digit code is sent to your email address. Please provide the code to verify your email.

Email abc@demo.net



* Verification Code

Submit

5. Your email will be verified if you enter the code appropriately. Click on the **Update** button to complete the configuration.

Self Password Reset Configuration

Email

✓ Verified 

Phone/Text

Message Email



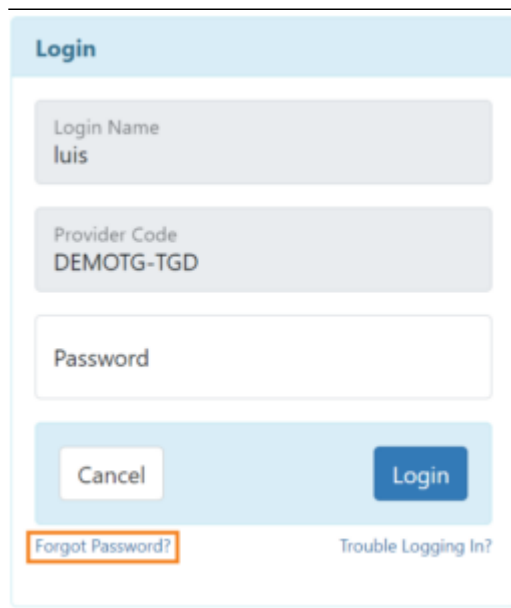
Cancel

Update

Reset Password from Login Page

If users forget the login password or are unable to login due to their account being locked, then they can reset their password once self-password is enabled for them.

1. On the **Therap Login** page, click on the **Forgot Password?** link.

A screenshot of the Therap Login page. The form has a light blue header with the word "Login". Below the header are three input fields: "Login Name" with the value "luis", "Provider Code" with the value "DEMOTG-TGD", and "Password". At the bottom of the form are two buttons: "Cancel" and "Login". Below the buttons are two links: "Forgot Password?" (highlighted with an orange border) and "Trouble Logging In?".

Login

Login Name
luis

Provider Code
DEMOTG-TGD

Password

Cancel Login

Forgot Password? Trouble Logging In?

2. On the **Reset Password** page, enter the **Login Name, Provider Code, Email** (that you have previously configured) and click on the **Submit** button.

This functionality will only work if it has been enabled for your account by your Provider Administrator and you have previously set up the feature. If you are unable to login, please contact your Provider Administrator.

Reset Password

Login Name

abcd

Provider Code

DEMO

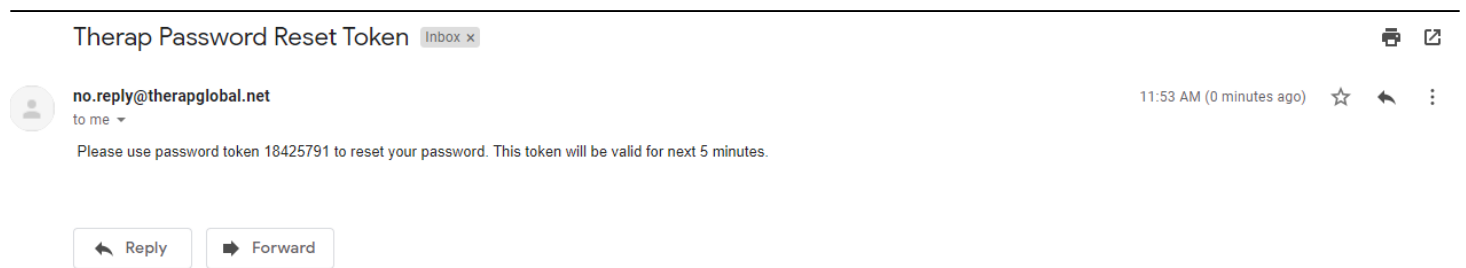
Email/Text

abcd@demo.net

Cancel

Submit

3. A **Password** token will be delivered to the email address you specified during the self-password reset configuration.



This **Password** token will be valid for the **next 5 minutes**.

Note: While resetting the **password**, the user may receive a **Password Reset Error** message instead of a password token for the following reasons:

- Self Password Reset is not enabled for the provider
- Self Password Reset is not enabled for the user account
- Self Password Reset was not configured with the user's email information
- The user has entered an incorrect Login Name, Provider Code, or Email on the **Reset Password** page.

- You clicked on the **Resend** button on the **Change Password** page after the validity for your **Password** token has been expired
- The account has been Admin Locked, Deactivated, or Deleted

Password Reset Error

Please contact your provider administrator.

Login Again

4. On the **Change Password** page, enter the **Password Token**, **New Password**, and **Confirm New Password**. Once the required information is filled out, click on the **Submit** button.

You should soon receive an Email/Phone Text Message with a password token to reset your password.

Change Password

* Password Token

.....

* New Password

.....

* Confirm New Password

.....

Weak Medium
Strong

Did not get Token? [Resend](#)

Cancel

Submit

In case you have not received the password token, click on the **Resend** link to receive the

password token and reset it within 5 minutes of receiving the token. If 5 minutes have passed and the password token is no longer valid, go back to the login page and click on the **Forgot Password?** link again.

You should soon receive an Email/Phone Text Message with a password token to reset your password.

Change Password

* Password Token

.....

* New Password

.....

Weak Medium

Strong

* Confirm New Password

.....

Did not get Token? [Resend](#)

Cancel

Submit

5. A confirmation message will be displayed if the password is successfully reset. Click on the **Login Again** button to return to the login screen and enter the new password.

Your password has been changed successfully

[Login Again](#)