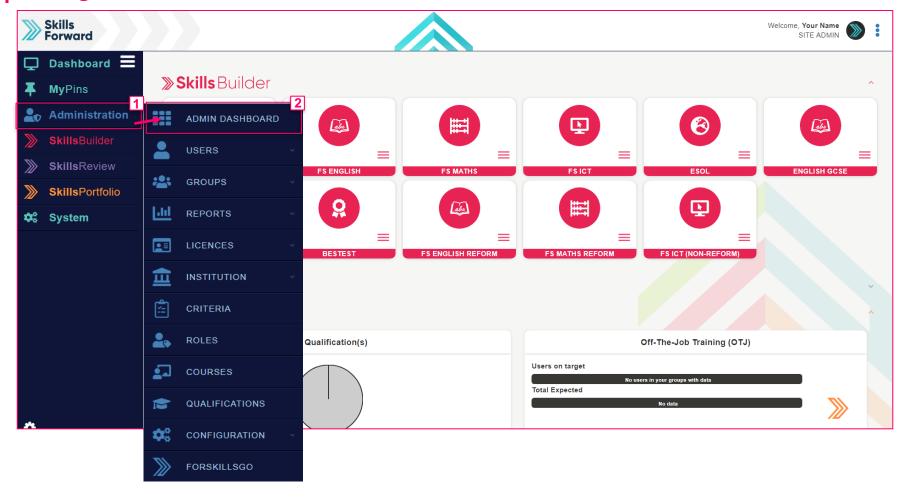


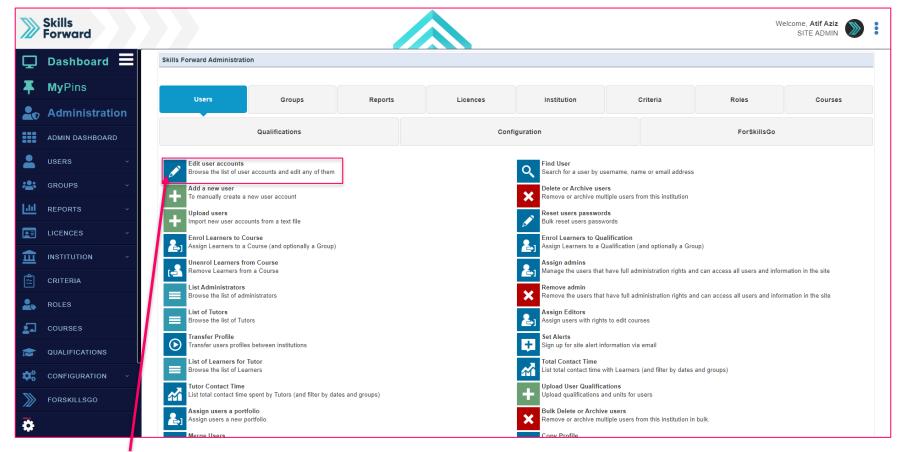
Getting to the Administration Dashboard



Start by selecting Administration > ADMIN DASHBOARD



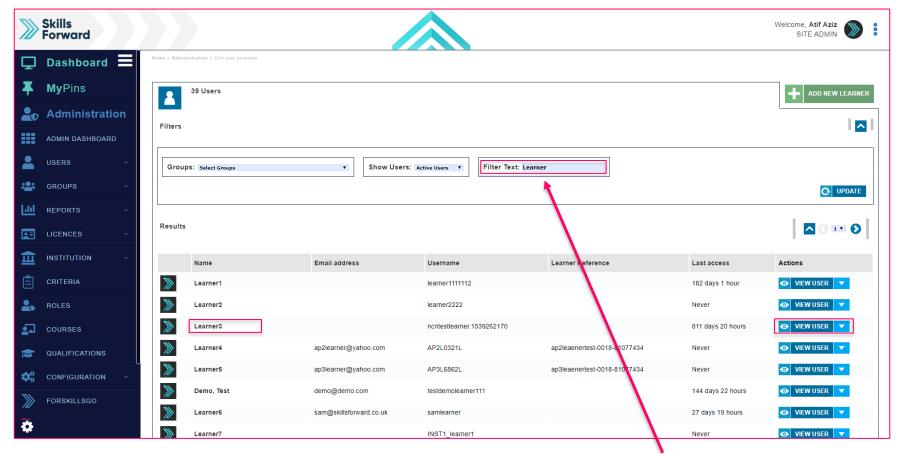
Edit User Accounts



Select Edit User Accounts



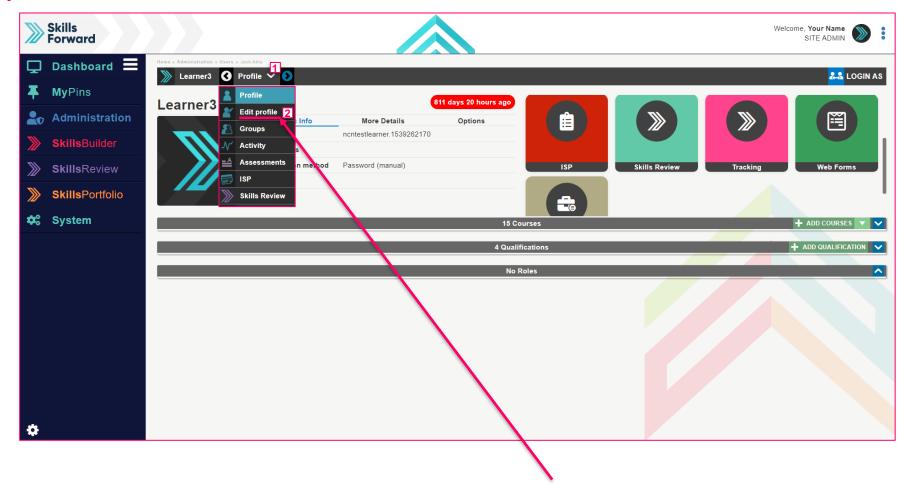
Finding the User



Find your user by entering their name in the Filter Text field. Once found, select VIEW USER button or select their name.



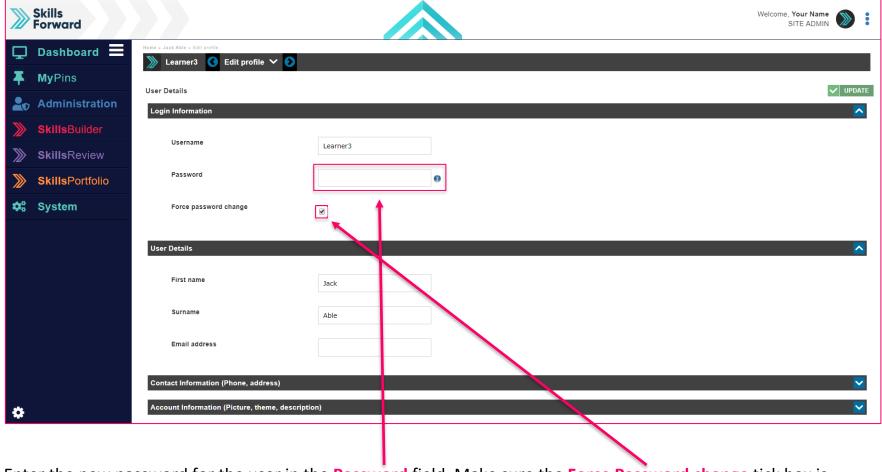
Edit Profile



Once on the Users profile page, Select Profile drop-down and select EDIT PROFILE



Change Password



Enter the new password for the user in the **Password** field. Make sure the **Force Password change** tick box is checked. Select **UPDATE** to save changes.

END OF GUIDE

