

A photograph of students in a classroom, with a man in the foreground wearing glasses and a blue shirt, holding a pen over a notebook. The background shows other students seated at desks.

Skills Forward

Skills Builder Guide

Reset User Passwords

Getting to the Administration Dashboard

The screenshot shows the Skills Builder interface. On the left is a dark blue navigation sidebar with the following items: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. A red box labeled '1' highlights the 'Administration' menu item. To the right of the sidebar is a secondary menu titled 'SkillsBuilder' with a red box labeled '2' highlighting the 'ADMIN DASHBOARD' option. The main content area displays a grid of qualification cards: FS ENGLISH, FS MATHS, FS ICT, ESOL, ENGLISH GCSE, BESTEST, FS ENGLISH REFORM, FS MATHS REFORM, and FS ICT (NON-REFORM). Below the grid are two summary cards: 'Qualification(s)' with a pie chart and 'Off-The-Job Training (OTJ)' with progress bars for 'Users on target' (No users in your groups with data) and 'Total Expected' (No data).

Start by selecting **Administration** > **ADMIN DASHBOARD**

Edit User Accounts

The screenshot shows the Skills Forward Administration dashboard. On the left is a dark navigation sidebar with the following menu items: Dashboard, MyPins, Administration, ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The main content area is titled 'Skills Forward Administration' and contains a grid of tabs: Users (selected), Groups, Reports, Licences, Institution, Criteria, Roles, and Courses. Below these are three larger sections: Qualifications, Configuration, and ForSkillsGo. A list of administrative actions is displayed, with the first item, 'Edit user accounts', highlighted by a red box and a red arrow pointing from the sidebar. The 'Edit user accounts' item includes a pencil icon and the description 'Browse the list of user accounts and edit any of them'. Other actions include 'Add a new user', 'Upload users', 'Enrol Learners to Course', 'Unenrol Learners from Course', 'List Administrators', 'List of Tutors', 'Transfer Profile', 'List of Learners for Tutor', 'Tutor Contact Time', 'Assign users a portfolio', 'Merge Users', 'Find User', 'Delete or Archive users', 'Reset users passwords', 'Enrol Learners to Qualification', 'Assign admins', 'Remove admin', 'Assign Editors', 'Set Alerts', 'Total Contact Time', 'Upload User Qualifications', 'Bulk Delete or Archive users', and 'Copy Profile'.

Select **Edit User Accounts**

Finding the User

The screenshot shows the Skills Forward administration interface. The left sidebar contains navigation options: Dashboard, MyPins, Administration, ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The main content area displays '39 Users' and an 'ADD NEW LEARNER' button. Below this are filter controls: 'Groups: Select Groups', 'Show Users: Active Users', and 'Filter Text: Learner'. An 'UPDATE' button is also present. The 'Results' section shows a table of users with columns for Name, Email address, Username, Learner reference, Last access, and Actions. The 'Learner3' row is highlighted, and its 'VIEW USER' button is also highlighted. A red arrow points from the 'Filter Text' field to the 'VIEW USER' button of the highlighted row.

	Name	Email address	Username	Learner reference	Last access	Actions
▶	Learner1		learner1111112		182 days 1 hour	VIEW USER
▶	Learner2		learner2222		Never	VIEW USER
▶	Learner3		ncntestlearner.1539262170		811 days 20 hours	VIEW USER
▶	Learner4	ap2learner@yahoo.com	AP2L0321L	ap2leaeantest-0018-81077434	Never	VIEW USER
▶	Learner5	ap3learner@yahoo.com	AP3L6862L	ap3leaeantest-0018-81077434	Never	VIEW USER
▶	Demo, Test	demo@demo.com	testdemolearner111		144 days 22 hours	VIEW USER
▶	Learner6	sam@skillsforward.co.uk	samlearner		27 days 19 hours	VIEW USER
▶	Learner7		INST1_learner1		Never	VIEW 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

The screenshot displays the Skills Builder user interface. On the left is a dark blue sidebar with navigation options: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The main content area shows the profile for 'Learner3'. At the top right of the main area, it says 'Welcome, Your Name SITE ADMIN' and 'LOGIN AS'. Below the user name, there is a profile dropdown menu with a red box and the number '1' around it. The dropdown menu is open, showing options: Profile, Edit profile (with a red box and the number '2' around it), Groups, Activity, Assessments, ISP, and Skills Review. A red arrow points from the 'Edit profile' option to the text below. The profile card shows '811 days 20 hours ago' and a list of tabs: Info, More Details, and Options. Below the profile card are four colored buttons: ISP (red), Skills Review (teal), Tracking (pink), and Web Forms (green). At the bottom, there are three summary rows: '15 Courses' with '+ ADD COURSES', '4 Qualifications' with '+ ADD QUALIFICATION', and 'No Roles'.

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

Change Password

Skills Forward

Welcome, Your Name
SITE ADMIN

Home > Jack Able > Edit profile

Learner3 Edit profile

User Details UPDATE

Login Information

Username Learner3

Password

Force password change

User Details

First name Jack

Surname Able

Email address

Contact Information (Phone, address)

Account Information (Picture, theme, description)

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