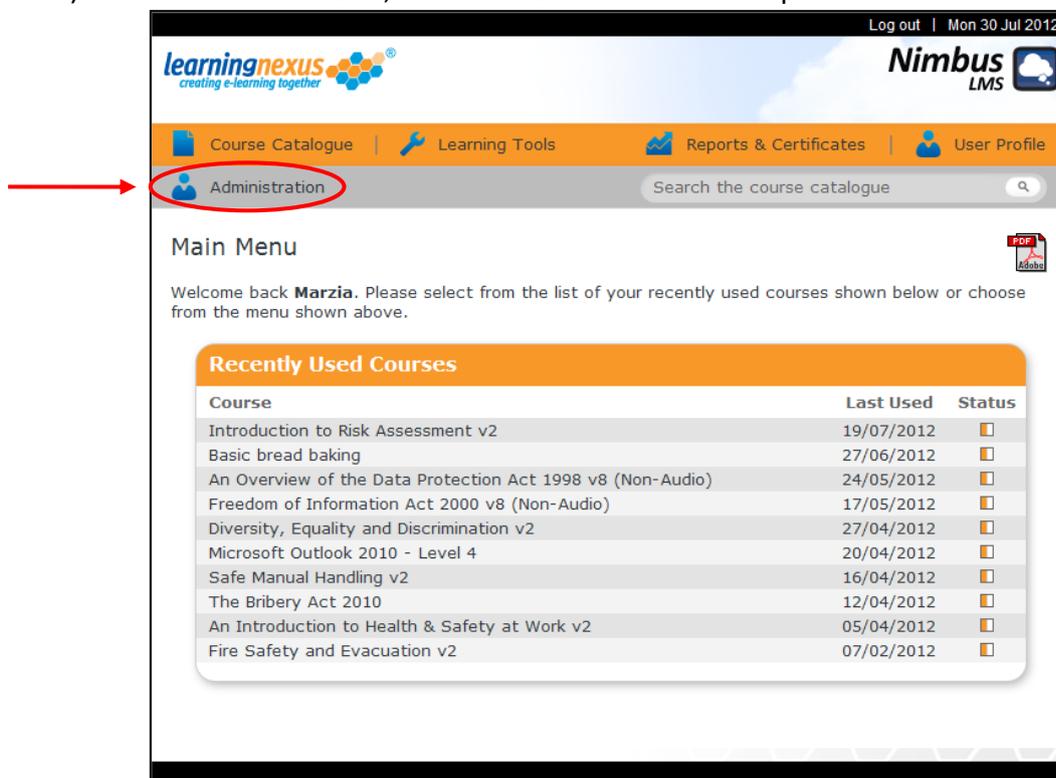


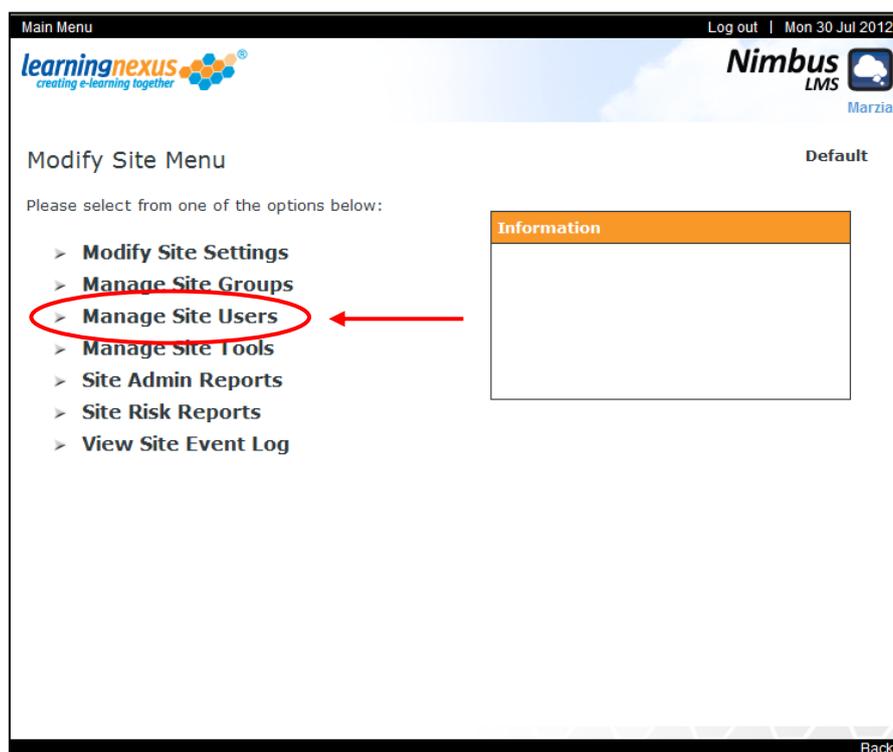
When users forget their password, site administrators are able to re-set the password on their behalf.

To re-set a user's password:

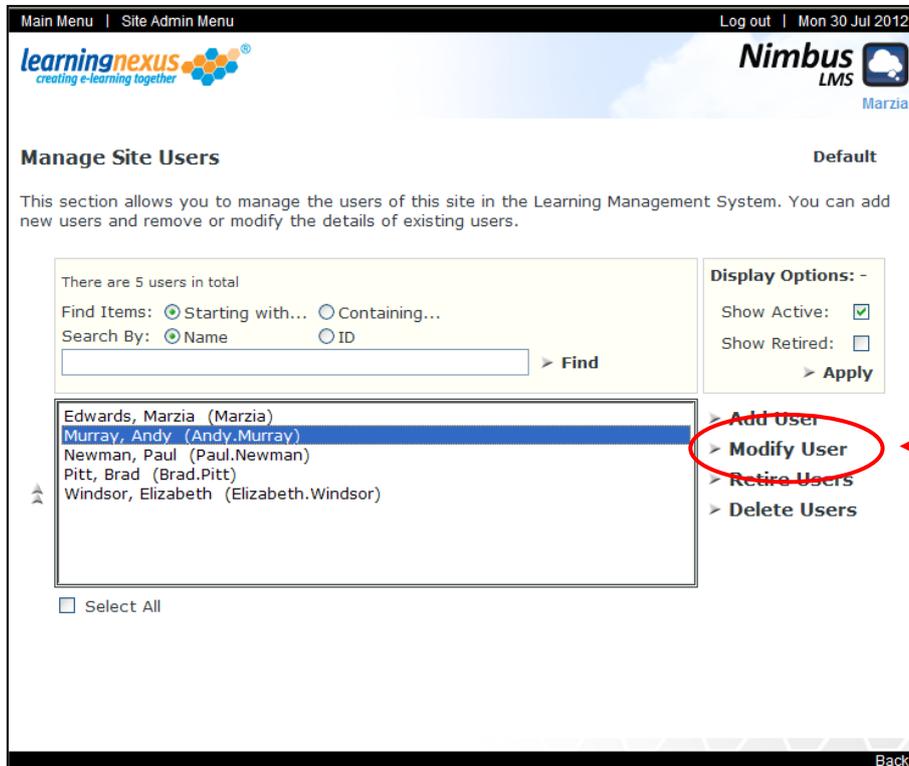
- 1) From the **Main Menu**, click on the **Administration** option:



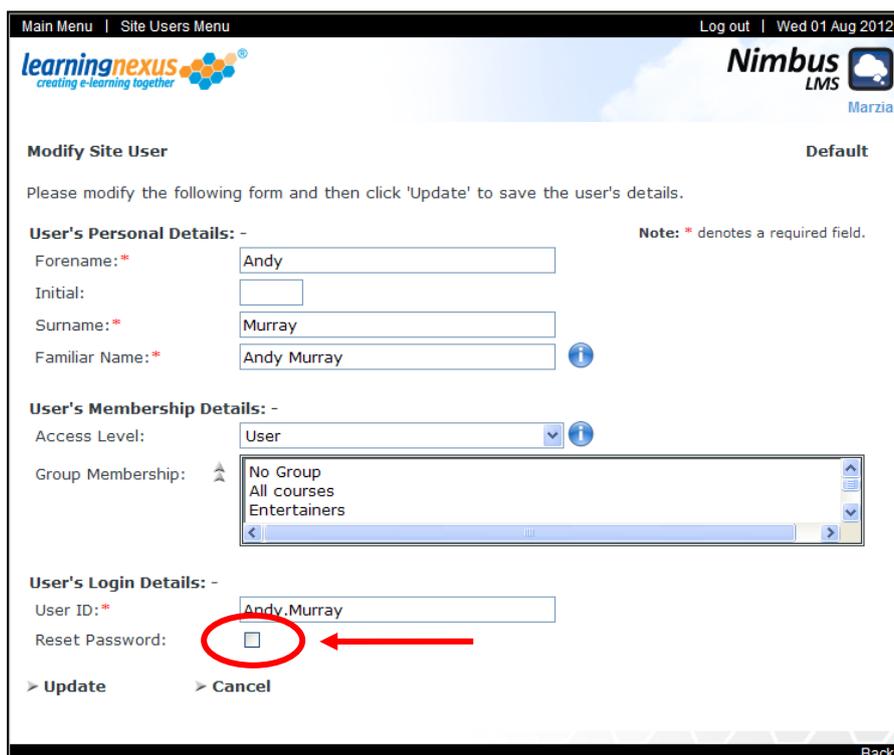
- 2) This will take you to the **Modify Site Menu** where you will see several options. Click on **Manage Site Users**.



- You will now see a page displaying the options applicable to users. This page also displays a box containing a list of all the active users registered on the site. Using your mouse, select the user whose password you need to re-set, then click on the **Modify User** option:



- You will now see the page where the details for the selected user are displayed. At the bottom of the screen you will see a tick box called **Reset Password**. Place a tick in this box:



- 5) Two additional boxes will appear on the screen. Type the new password in both boxes, and then click on the **Update** link to save the change:



The screenshot shows a form titled "User's Login Details: -". It contains the following fields and controls:

- User ID: * (text input field containing "Andy.Murray")
- Password: (text input field)
- Confirm Password: (text input field)
- Reset Password: (checkbox, checked)
- > Update (button, circled in red)
- > Cancel (button)

Two red arrows point to the Password and Confirm Password fields. A red box highlights the Password and Confirm Password fields. A blue information icon is located to the right of the Password field. A "Back" button is visible in the bottom right corner of the form.