

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:

		Reports & 🤇	Certificates   占	Us
	Administration	Search the cou	rse catalogue	
N	1ain Menu			
V	/elcome back Marzia. Please select from the list of y	our recently used c	ourses shown below	or
fr	om the menu shown above.			
	Recently Used Courses			
	Recently used courses			
	Course		Last Used	- 5
	Introduction to Risk Assessment v2		19/07/2012	
	Introduction to Risk Assessment v2 Basic bread baking		19/07/2012 27/06/2012	
	Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 (	(Non-Audio)	19/07/2012 27/06/2012 24/05/2012	
	Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 ( Freedom of Information Act 2000 v8 (Non-Audio)	(Non-Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012	
	Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 ( Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2	(Non-Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012	
	Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 ( Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4	(Non-Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012	
	Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 ( Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2	(Non-Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012	
	Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 ( Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2 The Bribery Act 2010	(Non-Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012 12/04/2012	
	Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 ( Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2 The Bribery Act 2010 An Introduction to Health & Safety at Work v2	(Non-Audio)	19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 16/04/2012 12/04/2012 05/04/2012	

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

Main Menu	Log out   Mon 30 Jul 2012
learning nexus e	Nimbus LMS Marzia
Modify Site Menu	Default
Please select from one of the options below:	Information
Modify Site Settings	
Manage Site Groups	
Manage Site Users	
Manage Site Lools	
Site Admin Reports	
Site Risk Reports	
View Site Event Log	
	Back



3) 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:

Main Menu   Site Admin Menu learningnexus	Log out   Mon 30 Jul 2012 Nimbus LMS Marzia	
Manage Site Users This section allows you to manage the users of this site in the new users and remove or modify the details of existing users.	Default e Learning Management System. You can add	
There are 5 users in total Find Items: ③ Starting with 〇 Containing Search By: ④ Name	Display Options: -         Show Active:       ✓         Show Retired:       □         ≻ Apply	
Edwards, Marzia (Marzia) Murray, Andy (Andy.Murray) Newman, Paul (Paul.Newman) Pitt, Brad (Brad.Pitt) Windsor, Elizabeth (Elizabeth.Windsor)	<ul> <li>Add User</li> <li>Modify User</li> <li>Retire Users</li> <li>Delete Users</li> </ul>	
Select All		

4) 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:

Main Menu   Site Users Menu		Log out   Wed 01 Aug 2012
learning nexus creating e-learning together	рФ 	Nimbus LMS Marzia
Modify Site User		Default
Please modify the followin	g form and then click 'Update' to save t	he user's details.
User's Personal Details	: -	Note: * denotes a required field.
Forename:*	Andy	]
Initial:		
Surname:*	Murray	]
Familiar Name:*	Andy Murray	] 🕕
User's Membership Det	ails: -	
Access Level:	User	
Group Membership: 🛣	No Group All courses Entertainers	
User's Login Details: -		
User ID:*	Andy, Murray	]
Reset Password:		
≻Update ≻Ca	ncel	



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:

User's Login Details: - User ID:*	Andy.Murray	
 Password: Confirm Password:		0
 Reset Password:	IN I	
		Back