



How to Change Login Password

To change a team member's password, hover over **Manage** and select **Manage Team Members**.

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Reportir Your tear performa	ng m's training ance	Manage Team Members Assign jobs and units to team members	Assign Training Assign training to team members	Unassign Training Unassign training from team members	On-the-Job Training Check off training tasks of your team members

Enter the team members name or employee ID into the **Search**.

Search	Sort	Imports
${}^{ extsf{Q}}$ Search by name, username, email, exter	Alphabetical A-Z 🗸 🗸	All Team Memb \lor

Click Edit User.

Search	Sort	Imports	
Q.	Alphabetical A-Z \lor	All Team Memb \lor	
器 (0) Selected			
Team Member			
	ile view reporting		

Type the desired **New Password** in the boxes and click **Save.** The password must be at least 8 characters and must contain at least one uppercase character.



Communicate the changed password to the team member.

