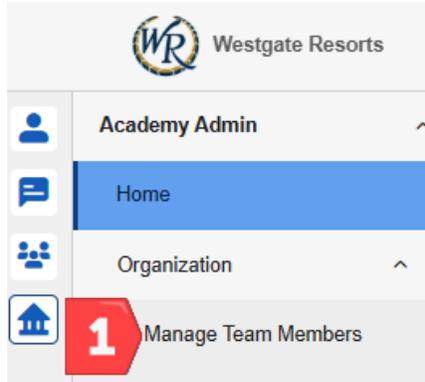


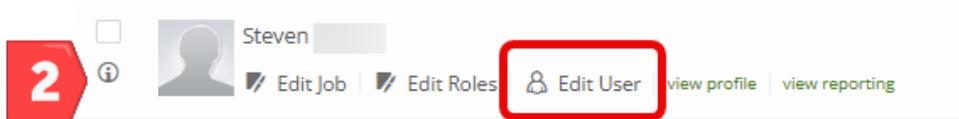


Resetting Team Member Passwords

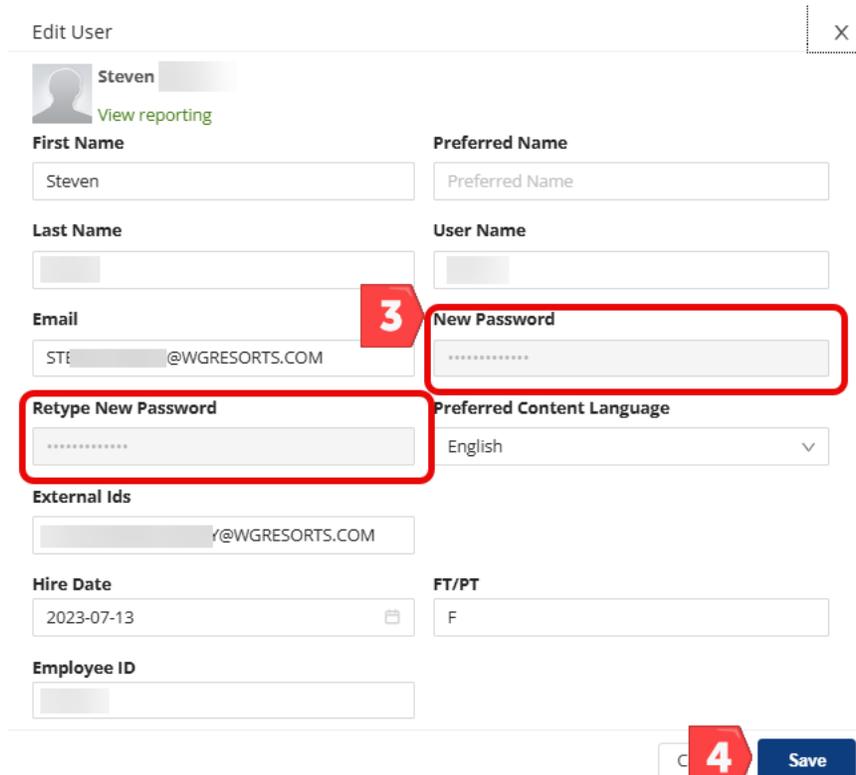
To reset the password of a Team Member who is an existing user, go to the **Academy Admin Workspace** and select **Organization -> Manage Team Members**.



Search for and select the user whose password you would like to change and click **Edit User**.



Type in the new password in both **New Password** and **Retype New Password** and click **Save** to confirm.



Edit User [X]

Steven [View reporting]

| | |
|----------------------------|-----------------------------------|
| First Name | Preferred Name |
| Steven | Preferred Name |
| Last Name | User Name |
| | |
| Email | New Password |
| STE @WGRESORTS.COM | |
| Retype New Password | Preferred Content Language |
| | English |
| External Ids | |
| /@WGRESORTS.COM | |
| Hire Date | FT/PT |
| 2023-07-13 | F |
| Employee ID | |
| | |

[Save]

