

Reseting a User's Password

1. Navigate to administration > Users.
2. Fill out Email, First and Last name.
3. click active radio ibutton.
4. cick Force user to reset passsword radio button.
5. select the users role.
6. click save in the upper right corner.

The screenshot shows a web form titled "User Details" with a light blue header. The form contains several input fields and checkboxes. On the left side, there are five numbered arrows pointing to specific elements: arrow 2 points to the Email field, arrow 3 points to the Active checkbox, arrow 4 points to the Force user to change password checkbox, and arrow 5 points to the Role dropdown menu. The Role dropdown is currently set to "System Administrator".

User		User Details	
Email *	test@camino.com	First Name *	Test
		Last Name *	Tester
<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Force user to change password	<input type="checkbox"/> Enable Two Factor Authentication (2FA)	Cell Phone Number
Select a role this user will use for the St. Michael, Test entity.			
Role *	System Administrator		