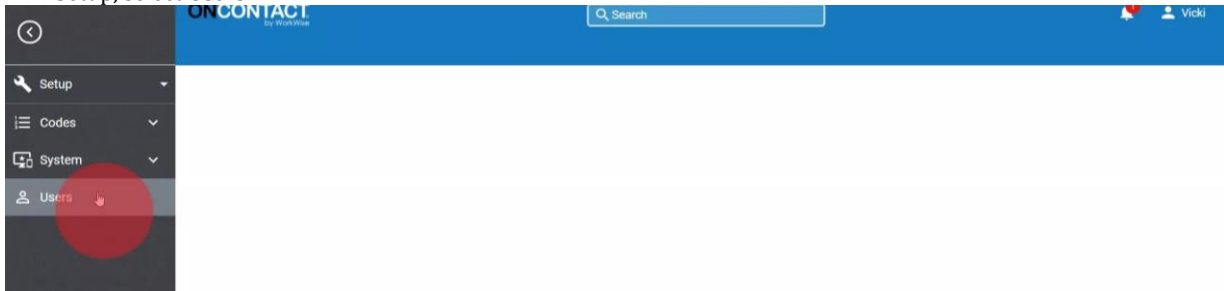
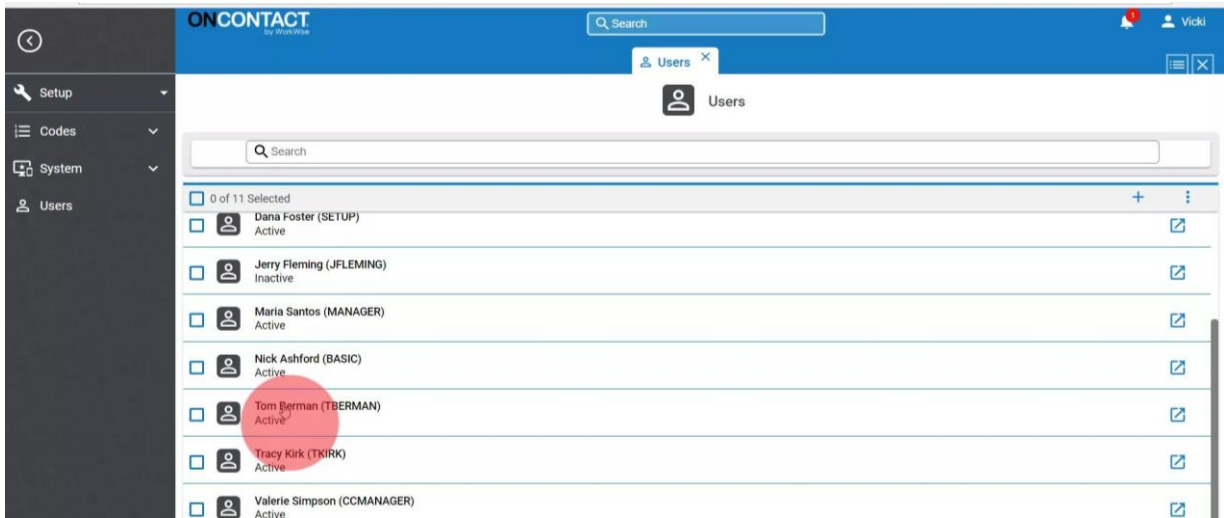


# RESET PASSWORD UNLOCK

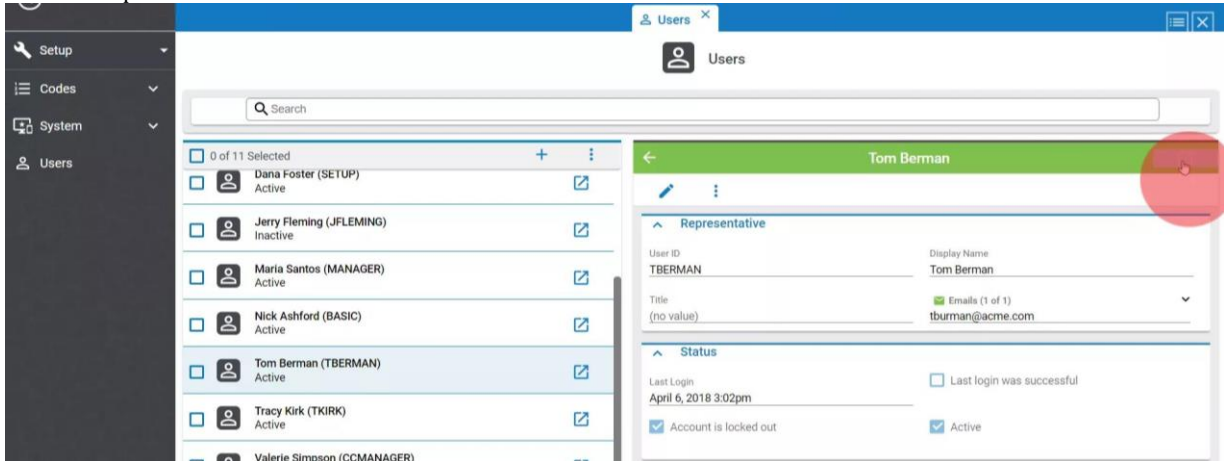
1. In Setup, select Users



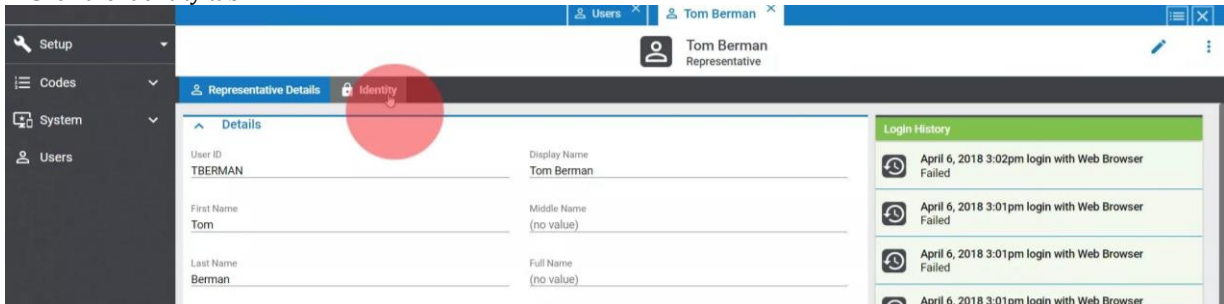
2. Click the User name



3. Click to open the record.

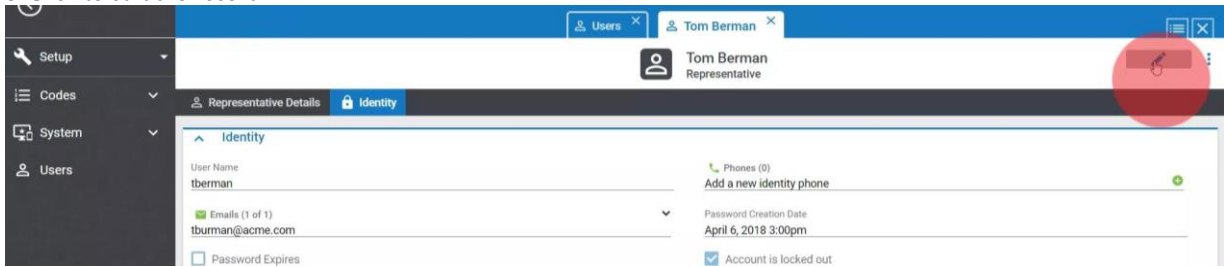


4. Click the identity tab

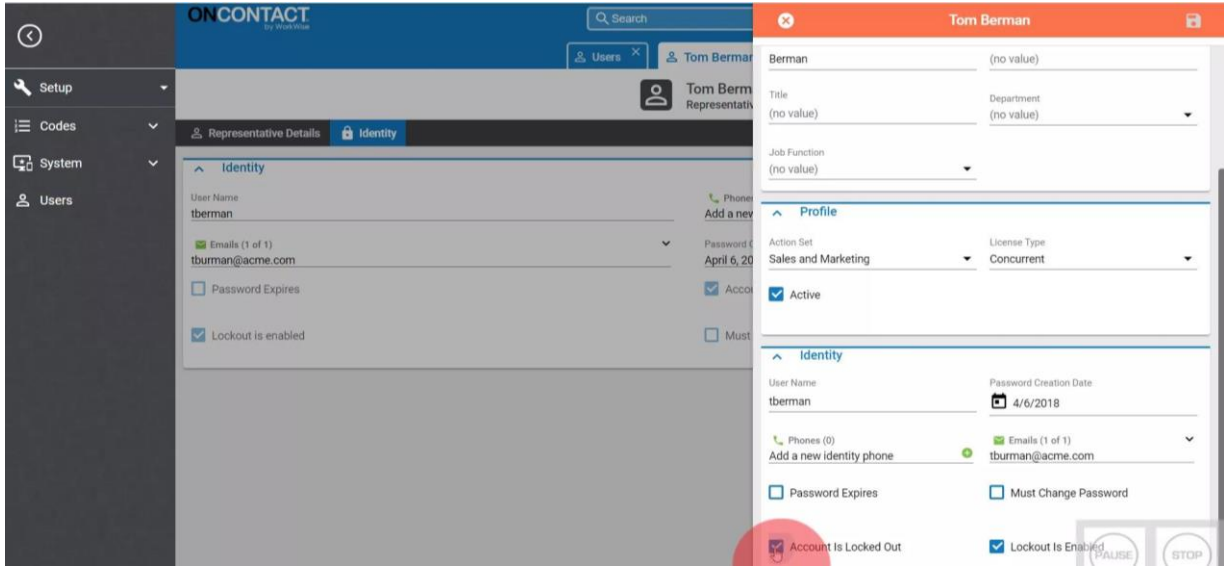


# RESET PASSWORD UNLOCK

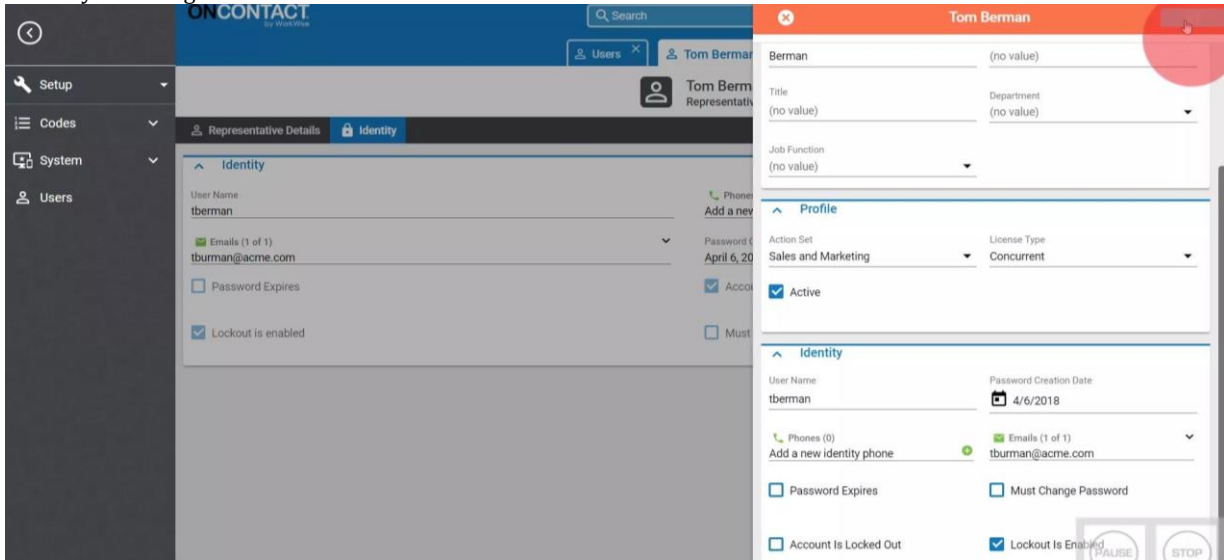
5. Click to edit the record.



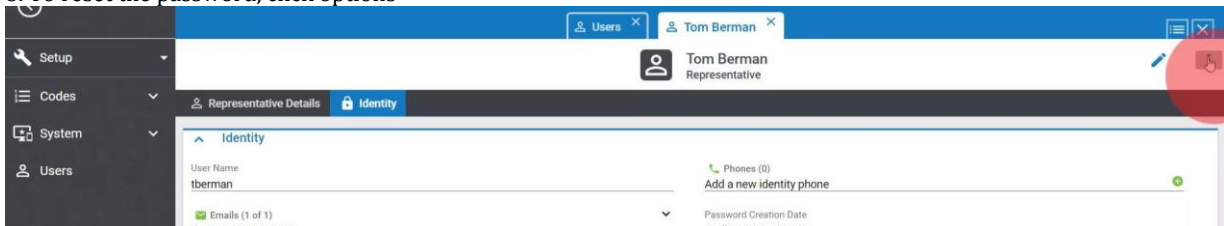
6. Uncheck the Locked out checkbox.



7. Save your change.

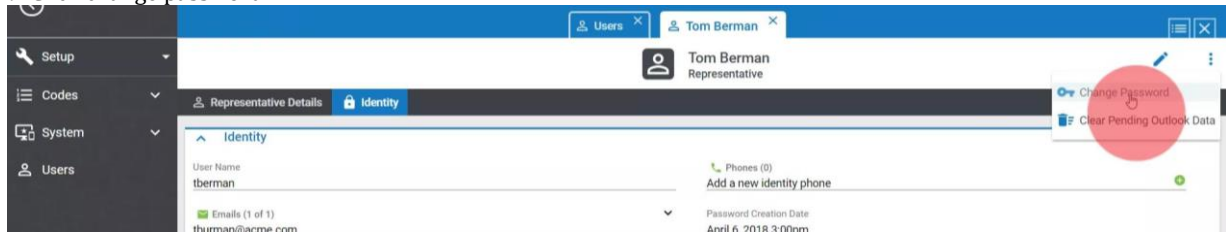


8. To reset the password, click options

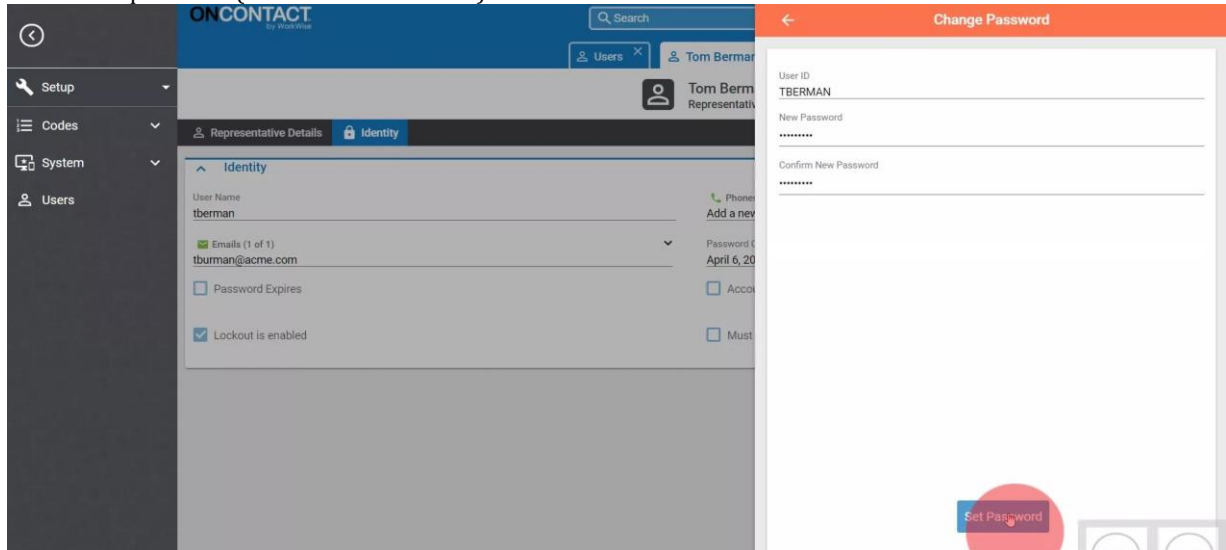


# RESET PASSWORD UNLOCK

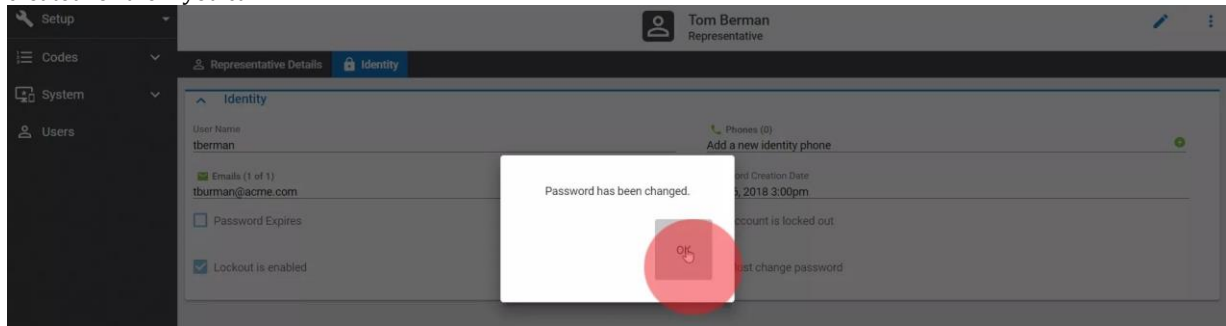
9. Click change password



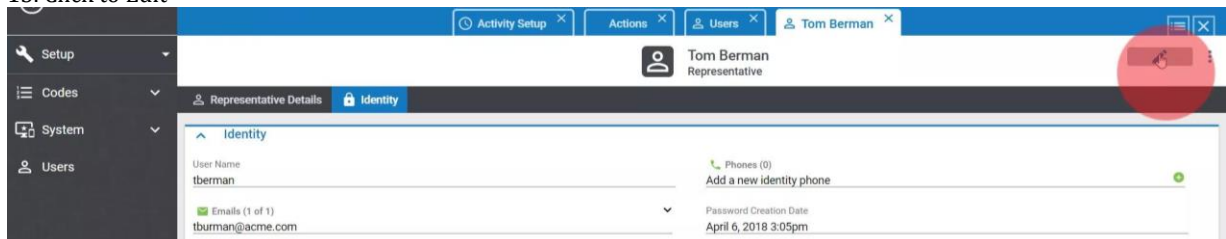
10. Set new password (minimum 8 characters). Click Set Password.



12. Password is changed. By default, the user must set their own new password. If you want to keep the one you just created for them you can.

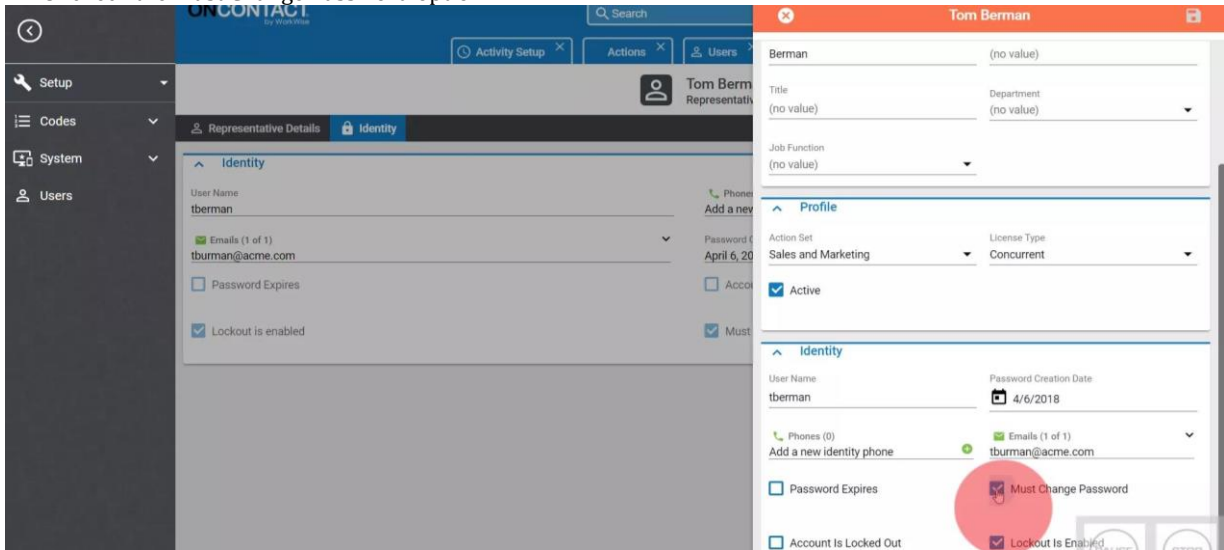


13. Click to Edit



# RESET PASSWORD UNLOCK

14. Uncheck the Must Change Password option



15. Save your change

