

# Resetting a User's Password

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

The screenshot shows the 'User Details' form. At the top, there are tabs for 'User' and 'User Details'. The 'User' tab is selected. The form fields are as follows:

- Email \*: test@camino.com
- First Name \*: Test
- Last Name \*: Tester
- Active
- Force user to change password
- Enable Two Factor Authentication (2FA)
- Cell Phone Number: \_\_\_\_\_
- Select a role this user will use for the **St. Michael, Test** entity.
- Role \*: System Administrator

Numbered arrows point to specific fields:

- 2 → points to the 'Active' checkbox.
- 3 → points to the 'Force user to change password' checkbox.
- 4 → points to the 'Enable Two Factor Authentication (2FA)' checkbox.
- 5 → points to the 'Role' dropdown menu.