

User Cheatsheet - User Password Protection

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1. Users > Manage Users > [[Select the User]]

1. Click on the "Log in as User" button (in the top right, next to the "deactivate" x)

1. Users > Manage Users > [[Select the User]]

2. Click on the "Password Reset" icon

1. Make sure there is a change password function available to the user

- ^o (easiest is available by going to **System > Site Design > Learning Portal Designer > Learning Portal Settings > Menu Builder > [[Select a Top Level Menu item]] > Add A new Menu Item > Password Reset**)

2. Log in as the user

4. Click on the Menu option

5. Click on the newly added Password reset

6. Change your password