KinderTrack – Change Password
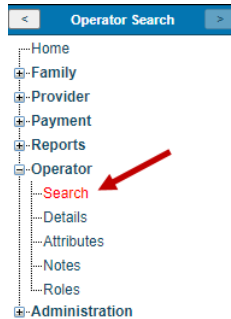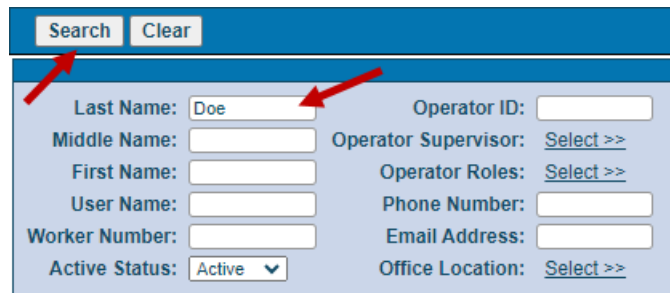
An **Operator** that forgot his/her *Password* needs to contact the Operator with **System Administrator** settings to have it *Reset*.

To *Reset* a *Password*:

A   Press **Search** under **Operator**.

B   Enter your search criteria, then press **Search**.

C   Press the Operator's name under **Operator** in the **Search Results** to reach the **Operator > Details** page.
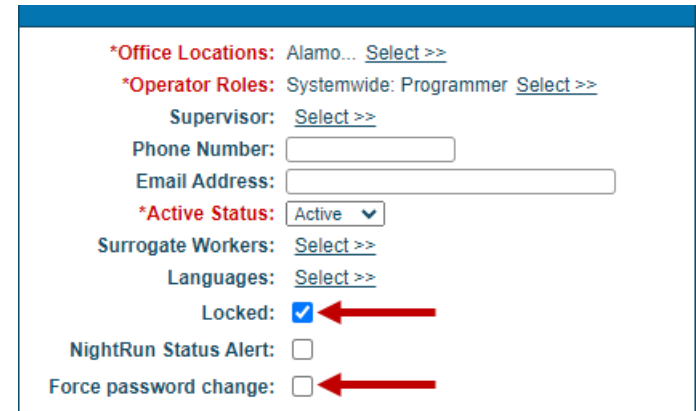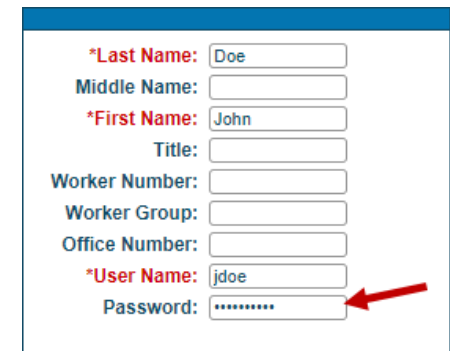
D   In the **Operator > Detail** page, press **Edit**.

E   Uncheck the **Locked** checkbox, and check the **Force password change** checkbox to force the Operator to set their own password after logging in.

F   Enter a simple password in the **Password** field to allow the Operator to log in. Reminder: The Operator will be forced to set their own password once they log in.

G   Press **Save**.