
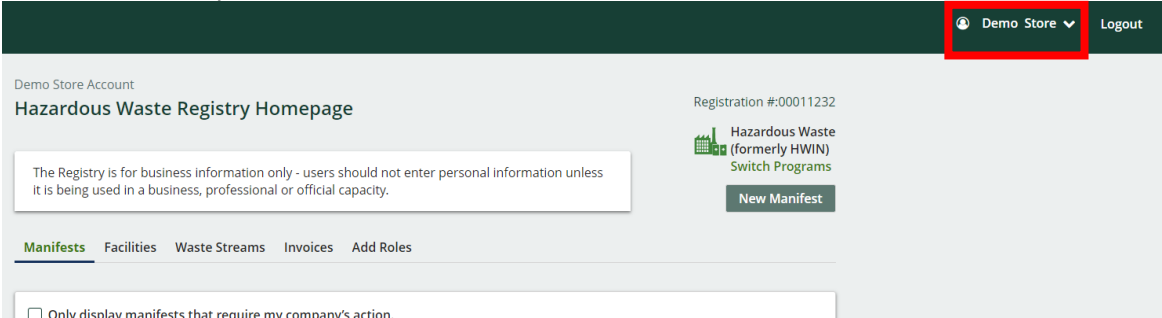
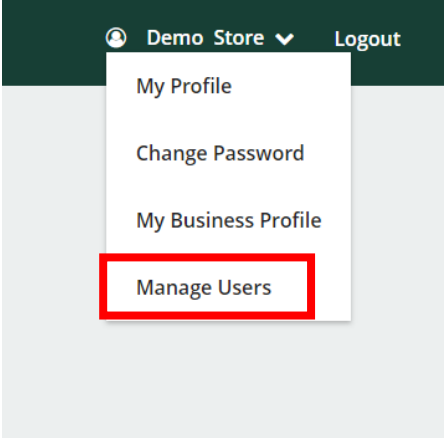
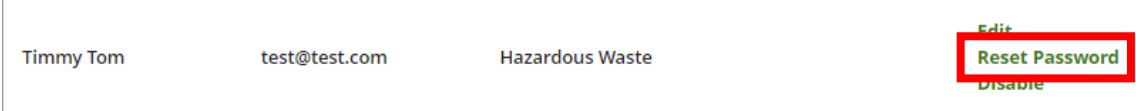
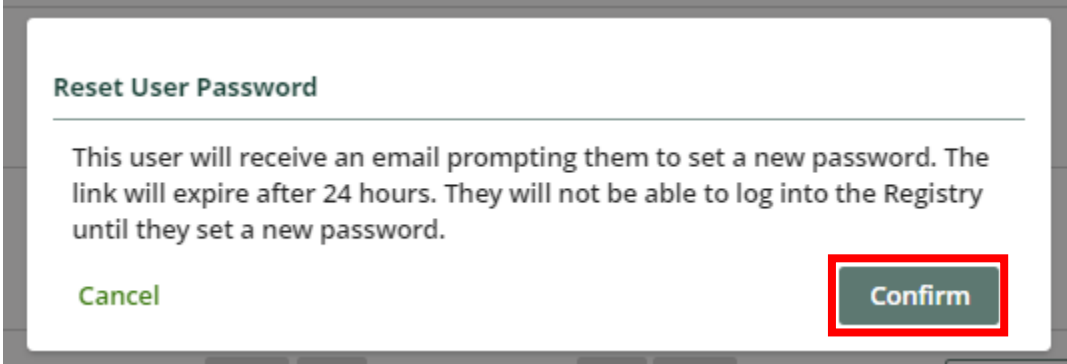


How to Reset User Password

This work instruction document covers how to reset the password of an active user as an Account Admin or Primary User. Note only Account Admins and Primary User can reset user passwords.

	WORK INSTRUCTION (STEP-BY-STEP)	Work Instruction conventions: <ul style="list-style-type: none"> All field, page, section, tab, and button names appear in bold font. All fields are <u>required</u> to be completed unless indicated otherwise.
Add a New User		
Roles:	Account Admin and Primary User	
1.	<p>From the Hazardous Waste Registry Homepage, click your username at the top right to show the drop-down list.</p> <p>Note: In this example, the user's name is Demo Store.</p> 	
2.	<p>Select Manage Users.</p>  <p>The Manage Users page displays.</p>	
3.	<p>In the Active Users table, click Reset Password on the row for the user you want to inactivate.</p> 	

4.	<p>Click Confirm.</p> 
5.	<p>The user's password has now been reset. They will receive an email with a password reset link that will expire within 24 hours. If the link has expired, you can click Reset Password again.</p>