

## Hazardous Waste Program Registry Work Instruction

## 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.

1	WORK INSTRUCTION	• All field t	tion conventions:	nd button names appea	ar in <b>bold</b> font
	(Step-By-Step)	All fields	are <u>required</u> to be c	completed unless indica	ted otherwise.
Add a Ne	ew User				
Roles:	Account Admin and P	rimary User			
1.	From the <b>Hazardous W</b> drop-down list.	Vaste Registr	<b>y Homepage</b> , clic	k your username at t	he top right to show the
	Note: In this example, t	he user's nam	ie is Demo Store.		
					Demo Store V Logout
	Demo Store Account Hazardous Waste Registry Ho	omepage		Registration #:00011232	
				Hazardous Waste	
	The Registry is for business information o it is being used in a business, professiona	nly - users should not enter l or official capacity.	personal information unless	New Manifest	
	Manifests Facilities Waste Streams	Invoices Add Roles			
	Only display manifests that require m	v company's action			
2.	Select Manage Users.				
	Demo Store				
	My Profile	Logout			
	Change Passwo	ord			
	My Business Pi	rofile			
	Manage Users				
		na dia dia 12000			
	Ine Manage Users pa	ge displays.	Decoword on the	row for the war war	want to inoptivate
3.		e, click <b>keset</b>	rassword on the	e row for the user you	want to inactivate.
					Edit

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Reset User Password
This user will receive an email prompting them to set a new password. The
link will expire after 24 hours. They will not be able to log into the Registry until they set a new password.
Cancel Confirm