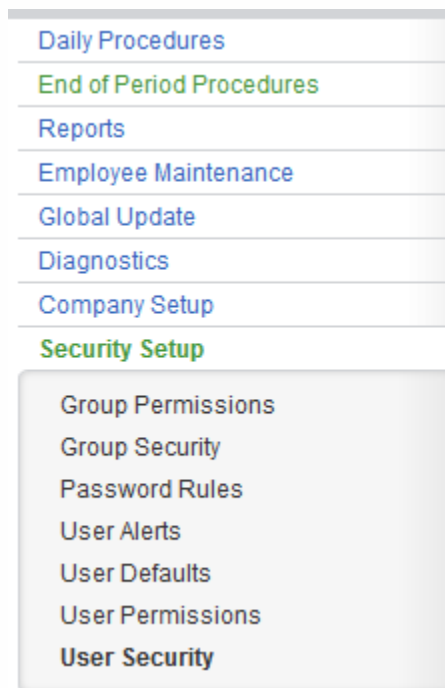


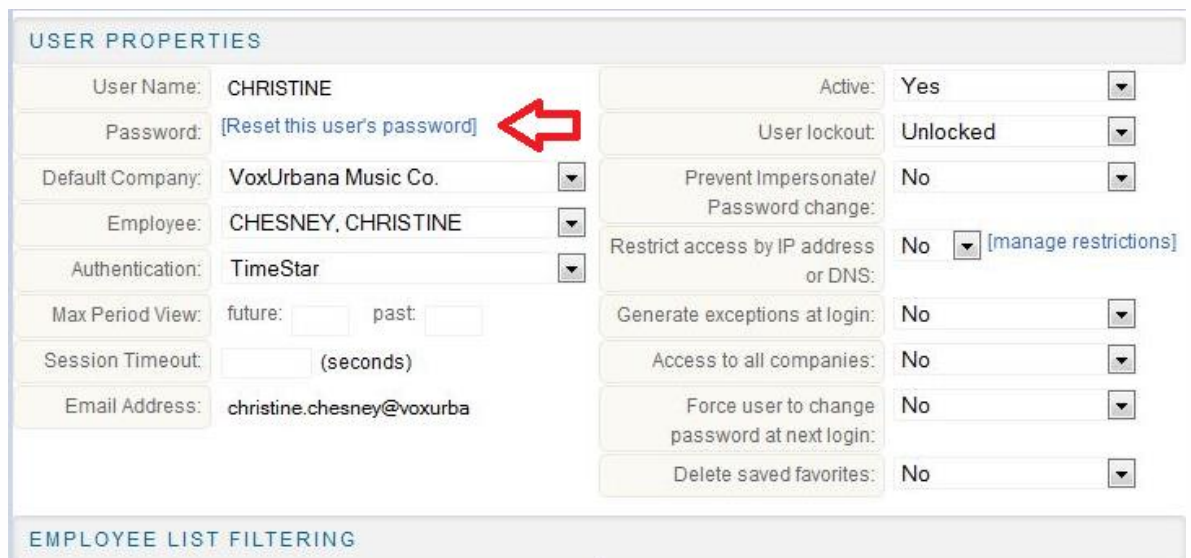
# User Password Reset Process

1. In order to reset a user's password go to **Security Setup -> User Security**



A screenshot of a software interface showing a menu of options. The options are: Daily Procedures, End of Period Procedures, Reports, Employee Maintenance, Global Update, Diagnostics, Company Setup, Security Setup, Group Permissions, Group Security, Password Rules, User Alerts, User Defaults, User Permissions, and User Security. The 'Security Setup' option is highlighted in green, and the 'User Security' option is highlighted in bold black text.

- a. Click on the 'reset this user's password' link



A screenshot of the 'USER PROPERTIES' form for user CHRISTINE. The form is divided into two columns. The left column contains fields for User Name (CHRISTINE), Password ([Reset this user's password]), Default Company (VoxUrbana Music Co.), Employee (CHESNEY, CHRISTINE), Authentication (TimeStar), Max Period View (future: [ ] past: [ ]), Session Timeout (seconds), and Email Address (christine.chesney@voxurba). The right column contains fields for Active (Yes), User lockout (Unlocked), Prevent Impersonate/Password change (No), Restrict access by IP address or DNS (No), Generate exceptions at login (No), Access to all companies (No), Force user to change password at next login (No), and Delete saved favorites (No). A red arrow points to the 'Reset this user's password' link in the Password field.

- b. Enter the new password in the pop-up window that appears
- c. Click the 'Save' button

✕
Change Password

New Password:

Confirm New Password:

SAVE

- d. If your company doesn't use Single Sign On, change the field "Force user to change password at next login:" to Yes
- e. Click the **SAVE** button.

User Security

SELECT USER: CHRISTINE
SHOW INACTIVE? 
🖨️ ?

USER PROPERTIES

User Name: CHRISTINE	Active: Yes
Password: <a href="#">[Reset this user's password]</a>	User lockout: Unlocked
Default Company: VoxUrbana Music Co.	Prevent Impersonate/ Password change: No
Employee: CHESNEY, CHRISTINE	Restrict access by IP address or DNS: No <a href="#">[manage restrictions]</a>
Authentication: TimeStar	Generate exceptions at login: No
Max Period View: future: <input type="text"/> past: <input type="text"/>	Access to all companies: No
Session Timeout: <input type="text"/> (seconds)	Force user to change password at next login: No
Email Address: christine.chesney@voxurba	Delete saved favorites: No

EMPLOYEE LIST FILTERING

Filter: No Filter
Allow edits by user: Yes

SAVE

ADD

COPY

DELETE

IMPERSONATE

The user will then be able to log in with the new password.