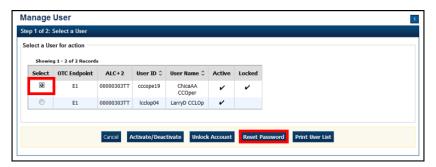
Resetting a User Password

To reset a user password, complete the following steps:

- 1. From the **Administration** tab, select **User Administration>Manage Users**. The *Step 1 of 2 Select a User* page appears.
- 2. Select the user profile radio button for the password you want to reset.
- 3. Click **Reset Password** as shown in Figure 1. *The Step 2 of 2 Review User Profile for Password Reset* page appears.

Figure 1. Step 1 of 2: Select User Profile



4. Verify the following user's profile password should be reset and click **Submit**. A *Confirmation page* appears presenting the user profile's temporary password.



Application Tips

- You can only reset one user password at a time.
- Communicate the User ID and temporary password and provide it to the appropriate user. The User ID is the same as the one used to access OTC Online.



Additional Buttons

- Click Return to View User Profile List to return to the View User Profile List for that terminal.
- Click Return Home to return to the OTCnet Home Page.