

Manage a User's Password

To manage a user password, complete the following steps:

1. From the main menu bar, select **Search** and click **Person**. The *Search Person* page appears.
2. From the Select drop-down menu, select **External**.



Application Tip

By default, the **Select** drop-down menu is set to **External**.

3. From the **Where** drop-down menu, select a criteria type.



Application Tip

By default, the **Where** drop-down menu is set to **Full Name**. Choose any option as needed.

4. Enter the search criteria in the blank text box on the right and click **Search**. The *Search Person* page appears with the results of your search criteria.



Application Tip

By default, the drop-down menu after **Where** is set to **Contains**. Choose any option as needed.

5. Click the **Select** hyperlink of the name of the user for whom you would like to manage the password. A *Manage User* page appears as shown in Figure 1.

Figure 1: Manage User Page



6. Click **Manage Passwords**.
7. Click the **Select** check boxes for the **Single Sign On (FSLDAP)** and **OTCnet** services.
8. Click **Submit**. A *Request submitted* message appears.



Application Tip

After the request to reset the password is submitted, the user receives an email with a temporary password and link to access OTCnet.
