

Reset a User Password - Admin Panel

Purpose

Create a new password for a user who cannot log in or needs a security reset.

Where to find this

Admin tab → **Dashboard Logins** → in the user row, click the **blue lock** icon.

Steps

1. Confirm the **User Type** and **Email** shown on the page match the intended user.
2. Enter a **New Password**.
3. Re-enter the same value in **Confirm New Password**.
4. Click **Submit**.

Result

The user password is updated. The user can sign in with the new password.

Tips and Good practices

- Use a strong password with a mix of letters, numbers, and symbols.
- Do not reuse old or shared passwords.
- Ask the user to change the password after first login if your policy requires this.

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