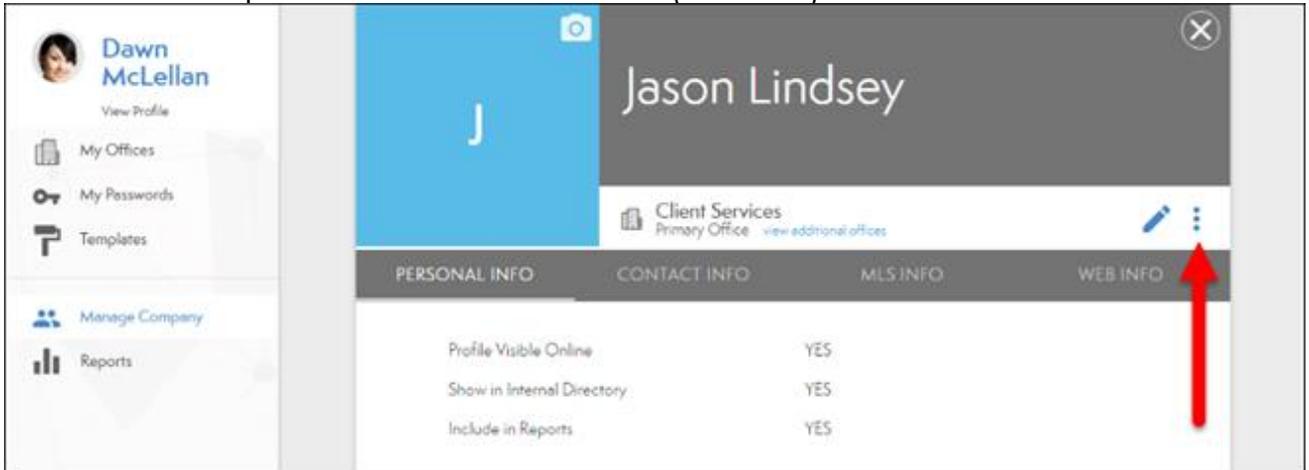


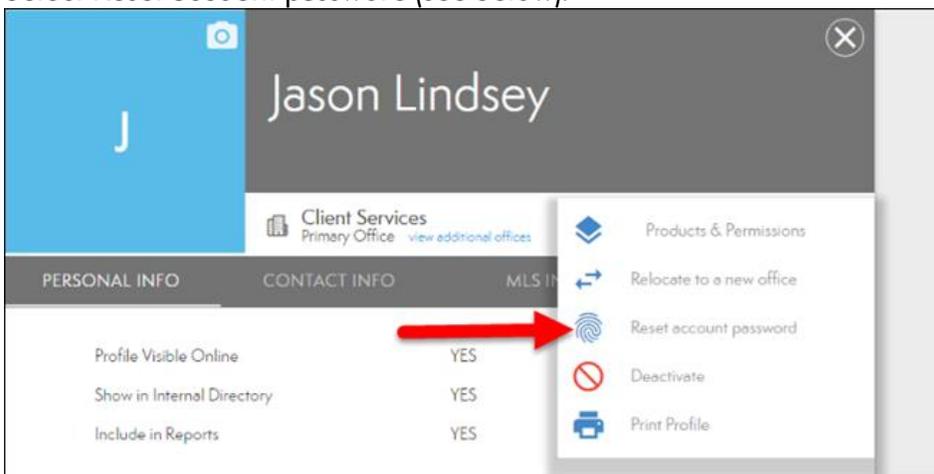
Roster Admin: Resetting an account password

If an agent, or staff, forgets their password, you can reset it for them. Follow the steps below to reset and initiate an email allowing the person to set a new password.

1. From the Person's profile, select the actions button (see below).



2. Select Reset account password (see below).



3. Select Yes, continue in the pop up (see below).

