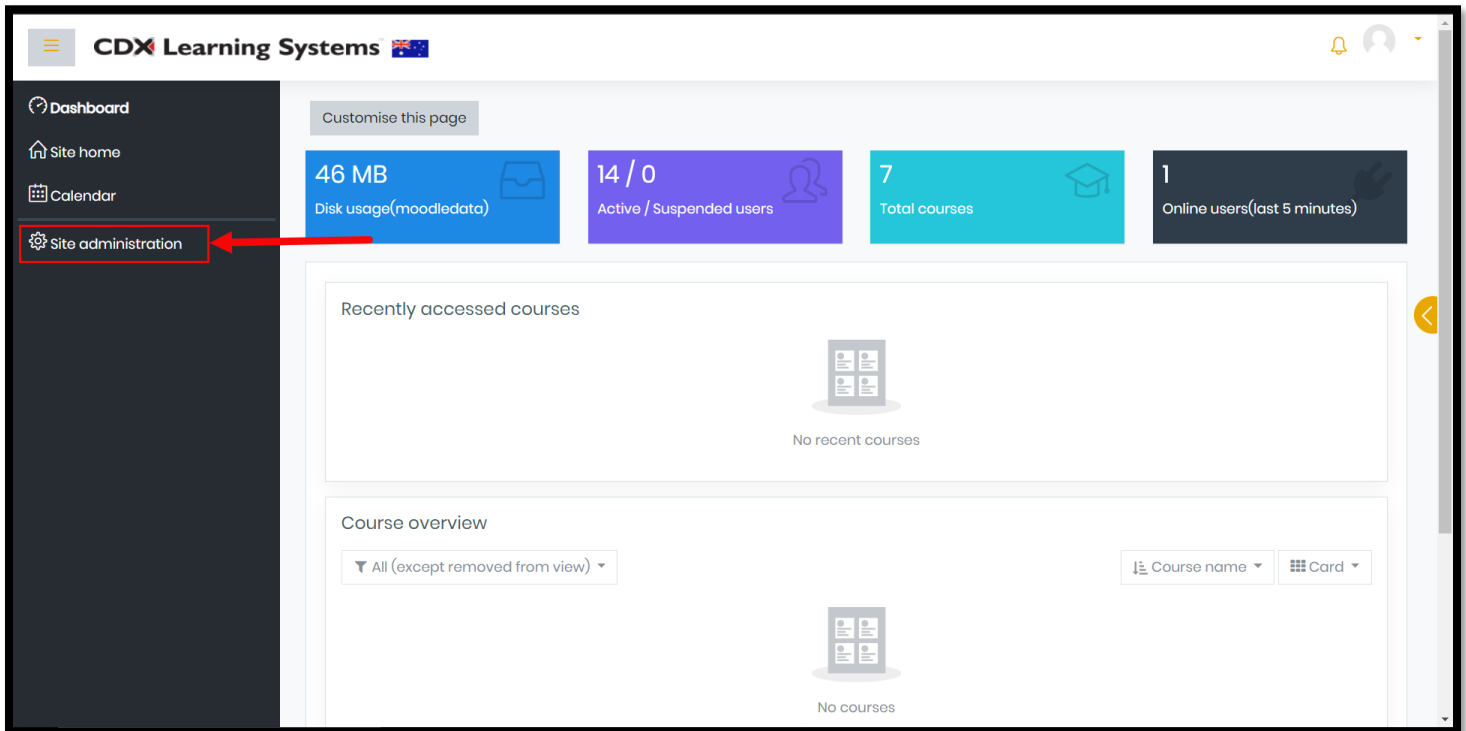
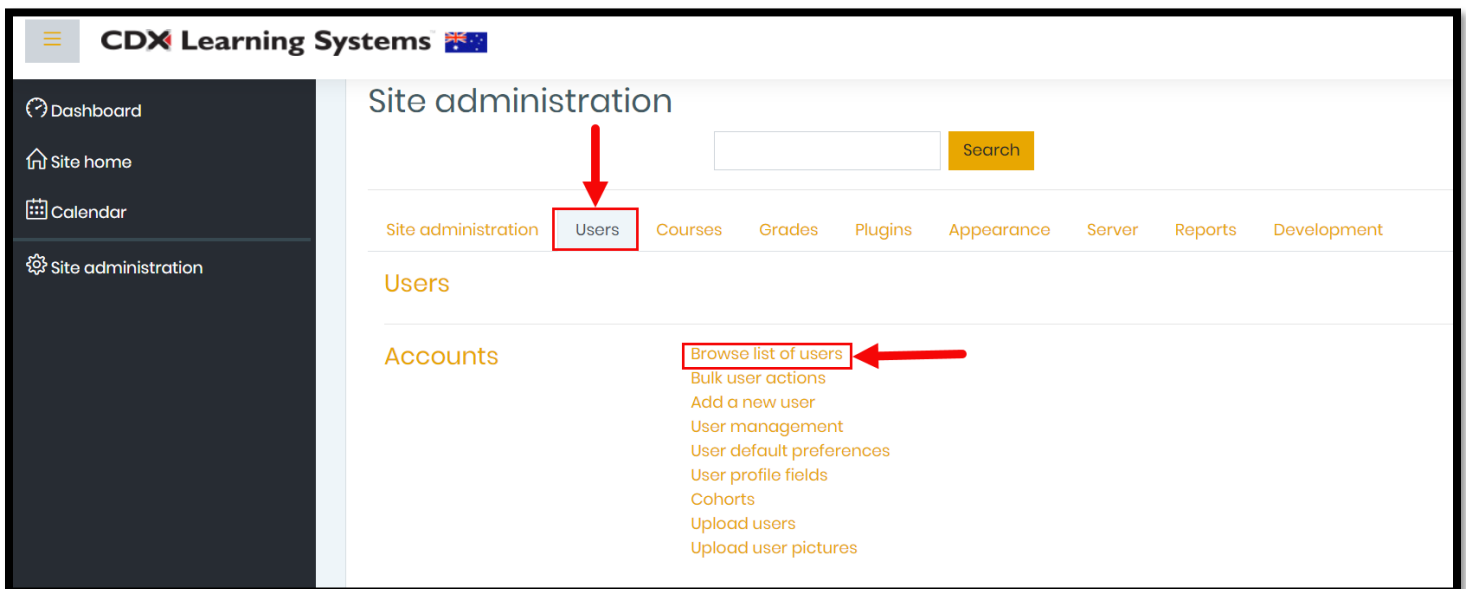


How to reset a password for your student's account

1. Login to your course site as the administrator, then click on the **Site administration** button in the **Navigation drawer** to the left of the page.

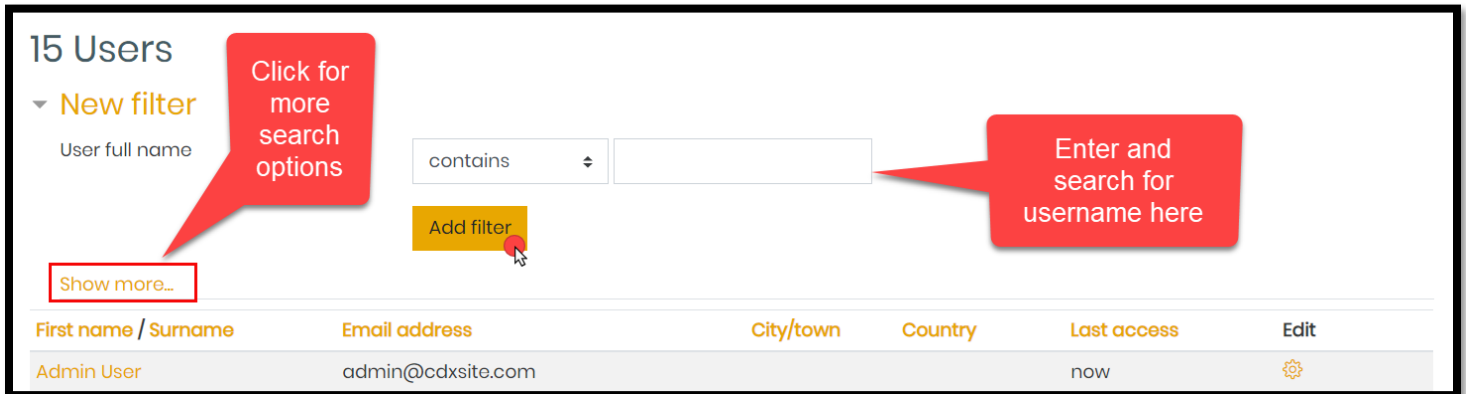


2. From the site administration page, navigate to the **Users** tab and click the **Browse list of users** option.



How to reset a password for your student's account

- The page that loads will display all current users with access to your site. You may use the search options at the top of the page to help you locate the student. Click the **Show more...** option below the default username field displayed if you do not know your student's username and need to search based on other parameters such as surname, email address, or first name.



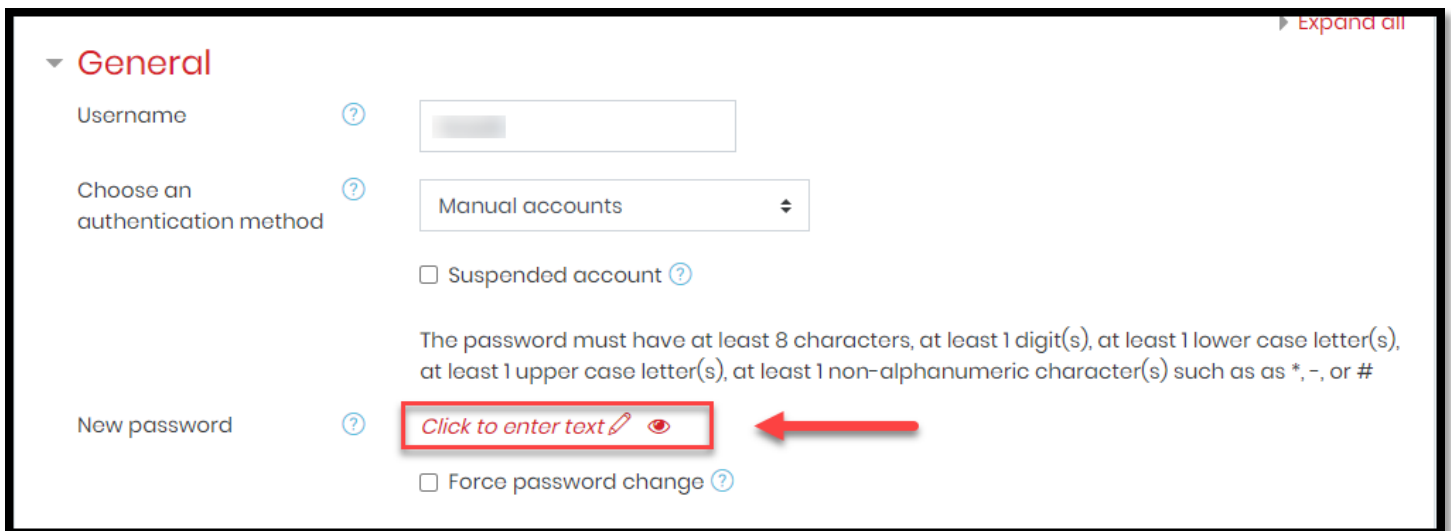
The screenshot shows a user management interface. At the top left, it says "15 Users". Below this is a search filter section with a dropdown menu set to "contains" and an empty input field. A red callout bubble points to the dropdown menu with the text "Click for more search options". Another red callout bubble points to the input field with the text "Enter and search for username here". Below the search field is a yellow "Add filter" button. To the left of the search field is a "Show more..." button. Below the search field is a table with the following columns: "First name / Surname", "Email address", "City/town", "Country", "Last access", and "Edit". The table contains one row for "Admin User" with email "admin@cdxsite.com" and "last access" "now".

- Find the User to be reset and click their corresponding **Gear Icon** under the **Edit** column. This will take you into the **General** editing screen.




The screenshot shows a user profile editing screen. The user's email address is "@cdxsite.com", their location is "Bundaberg Australia", and their last access is "Never". On the right side of the screen, there are three icons: a trash can, an eye, and a gear icon. A red callout bubble points to the gear icon.

- Click the **Click to enter text** option to the right of the **New password** field.

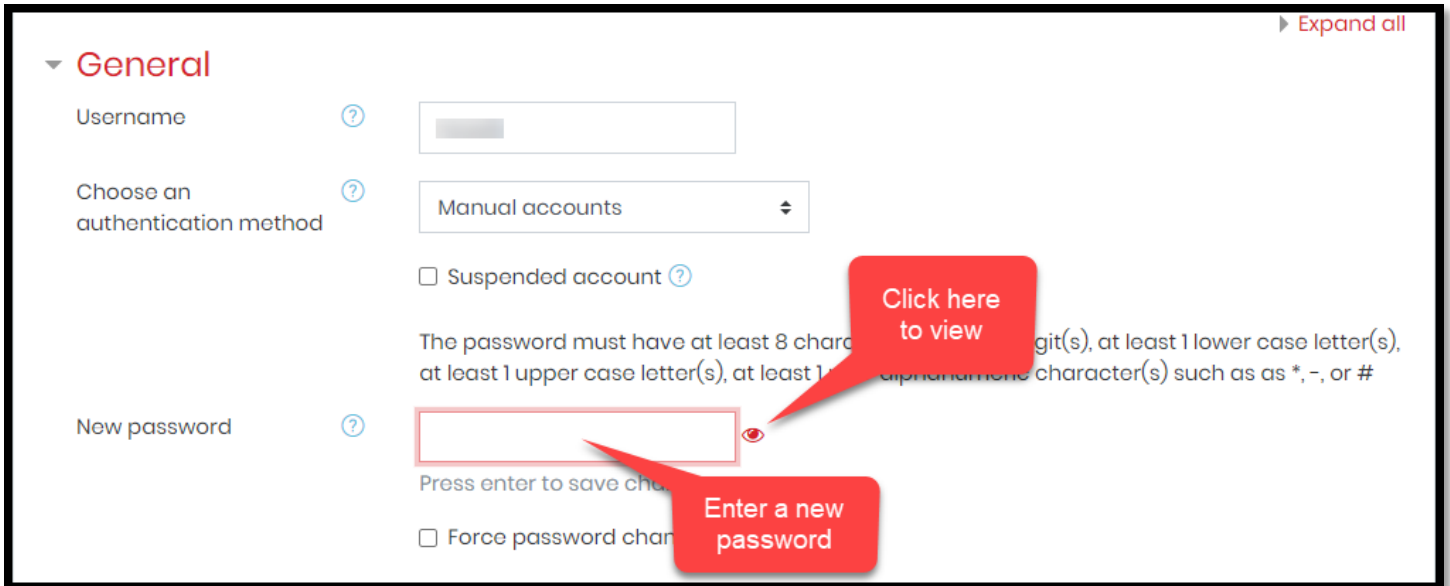


The screenshot shows the "General" editing screen for a user account. The "Username" field is empty. The "Choose an authentication method" dropdown menu is set to "Manual accounts". There is a checkbox for "Suspended account" which is unchecked. Below this, there is a password requirement message: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #". The "New password" field is empty, and a red callout bubble points to the "Click to enter text" option next to it. There is also a checkbox for "Force password change" which is unchecked.

How to reset a password for your student's account

6. Enter the new password into the **New password** field. You may wish to click on the  icon to view the text and ensure the new password is typed in correctly.

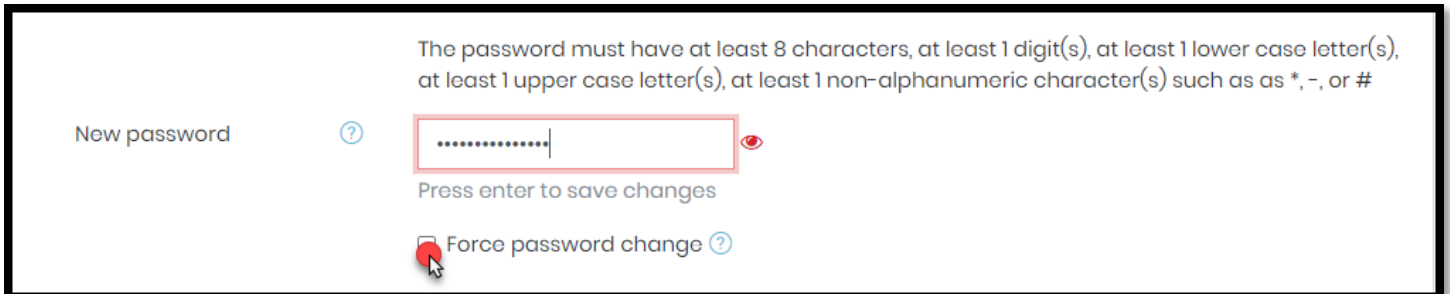
Note The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), and at least 1 non-alphanumeric character(s) such as as *, -, or #.



The screenshot shows a 'General' settings section. The 'New password' field is highlighted with a red box. A red callout bubble points to the eye icon with the text 'Click here to view'. Another red callout bubble points to the password field with the text 'Enter a new password'. The password requirements text is visible: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #'. There is also a checkbox for 'Force password change'.

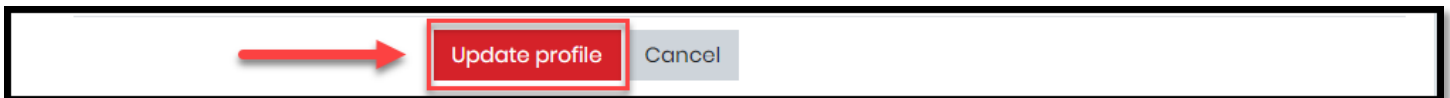
7. To force the user to choose a new password when they login check off the **Force password change** box.

Note If this checkbox is ticked, the user will be prompted to change their password on their next login.



The screenshot shows the 'New password' field with a red box around it. The password is masked with dots. The 'Force password change' checkbox is checked. The password requirements text is visible: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #'. There is also a 'Press enter to save changes' prompt.

8. To save any changes scroll to the bottom of the page and click **Update Profile**.



The screenshot shows a red arrow pointing to a button labeled 'Update profile' next to a 'Cancel' button.