

Change a Website User's Password

A web Administrator may need to reset a user's password when the user is unable to use the 'reset password' feature themselves.

Step-by-step guide

To Set or Change a User's Password:

1. *Login as an Administrator.*
2. *From the '**User Maintenance**' or '**Advanced User Maintenance**' page.*
3. *Select the user's record from the grid.*
4. *Click on **Modify** which is located below the grid containing the users.*
5. *In the **Password** field, enter the new password.*
6. *In the **Confirm Password** field, enter the new password again.*
7. *Click on **OK** to save the changes or **Cancel** to leave the user's details as is*

Related help

- [User Impersonation](#)
- [Create CMS Users](#)
- [MS Active Directory Setup Guide](#)
- [Microsoft Azure AD SSO](#)
- [Users & Roles](#)