Admin: Find and Change User Password
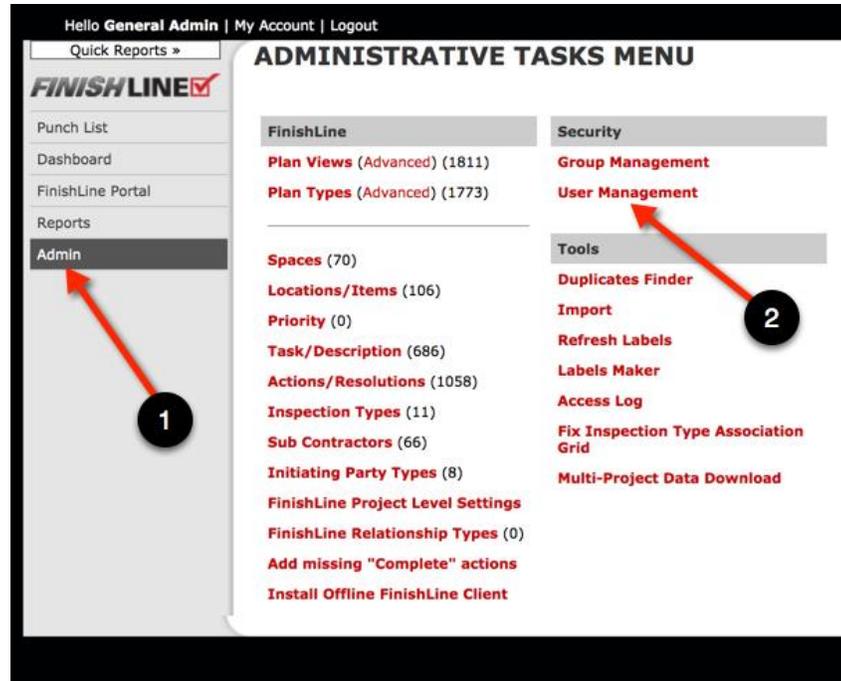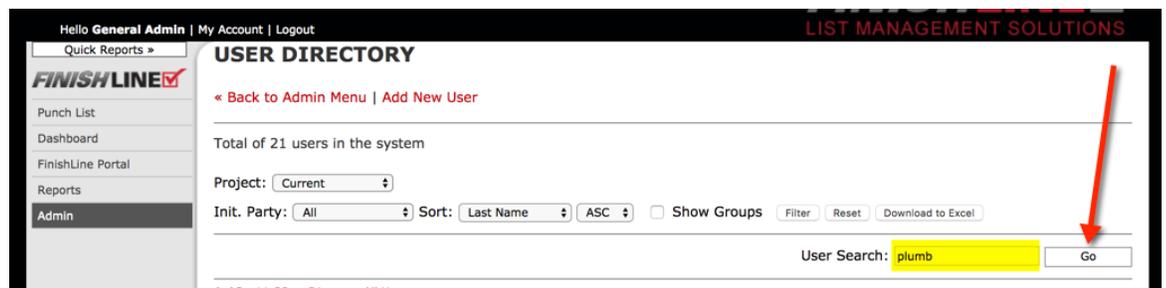
To lookup a user password, navigate to the Admin screen and click on **User Management**.	
In the User Search box, Type in the all or part of any of the following: First Name, Last Name, Email Address of the user whose password you want to lookup, the select **Go**.	

Click the pencil edit icon for the user whose password you want to look up.	
Click on the Reveal Password link.	

There's the user password you were looking for.	
If you would like to change this user password, Cancel the pop up box as the password cannot be changed here.	

Type NEW password in the password box. Password must contain at least 4 letters and 2 numbers.	
Then when you select the Reveal Password link, you'll see the new password you just created. Then select save at the bottom.	