


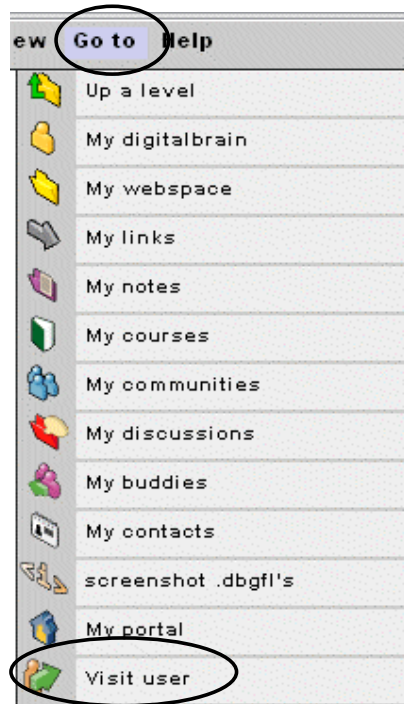
Changing Passwords

A guide to changing a user's password

How do I change passwords for users?

The quickest and easiest way to change a user's password is to visit their account.


1. **log in** with the Administrator's username and password for your School or Organisation.
2. From the **Go to** menu on the Digitalbrain toolbar select  **Visit user**



3. Enter their full username and click ok.

Visit User

Enter a username to visit their digitalbrain:


4. This will take you to that user's homepage.
5. From their homepage click onto the Account Administration icon .
6. The account details for that user will now appear. In the 'password' boxes, type in the new password.

password
 (minimum 6 characters)

password again
 (to double check)

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7. Click  **ok**
8. The user is now able to log in with their new password. Remember to log out if you are using their machine to change the password!