



1 USERS MAY NOW CHANGE / SET AUC PASSWORDS

ADMINS has a [Reset Password] button on the login screen that allows users to reset their **AUC** passwords.

Use this feature to update the password or if the password is forgotten.



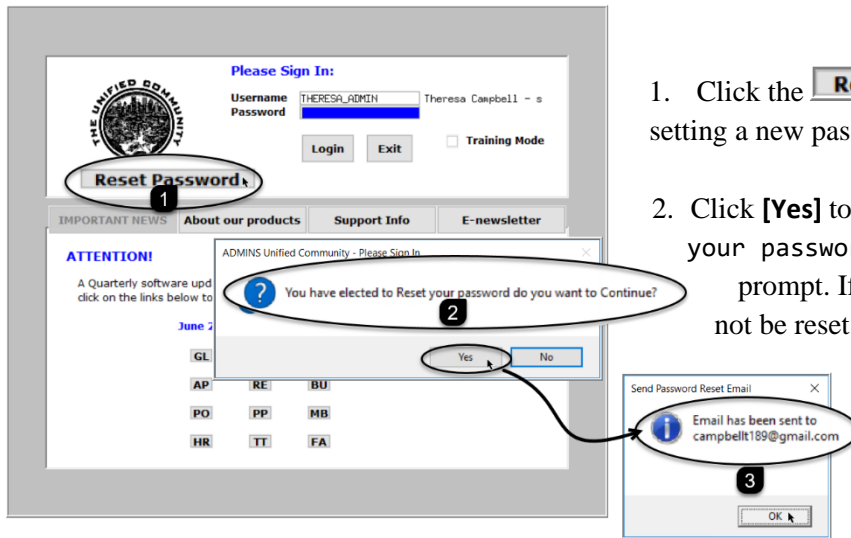
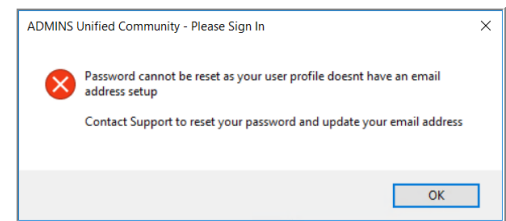
This requires that the user has an email address set on the user profile (see Figure 3). If no address is provided on the user profile, the user will be unable to reset the password and must contact the site Super User or **ADMINS** support to reset the password.

Figure 1 Reset Password button on the login screen

If no email is provided this is the message that will be displayed:

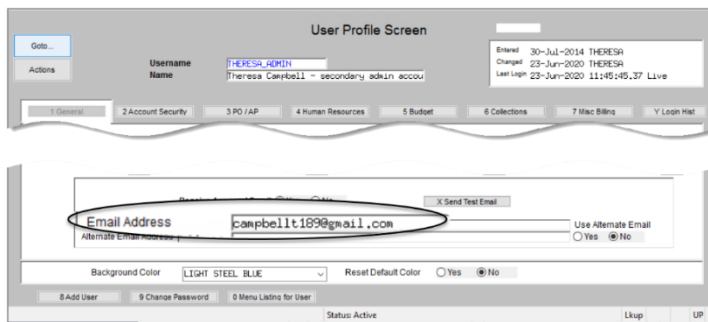
“Password cannot be reset as your user profile doesn’t have an email address setup.

Contact the super user on the site to add an email address to the user profile.”



1. Click the **Reset Password** button to initiate setting a new password.
2. Click **[Yes]** to the “You have elected to Reset your password do you want to Continue?” prompt. If **[No]** is selected, the password will not be reset.
3. Click **[OK]** to the popup showing where the email has been sent.

Figure 2 The login screen with the new Reset Password button



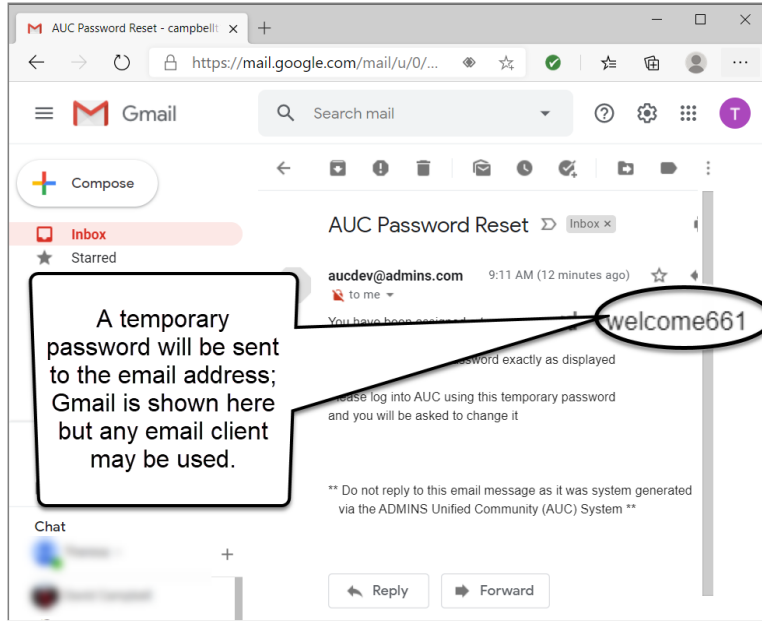
The email will be sent to the email address on the contact tab of the user profile table. Check the email account for the new password for **AUC**.

Figure 3 The email address is set on the User Profile Screen



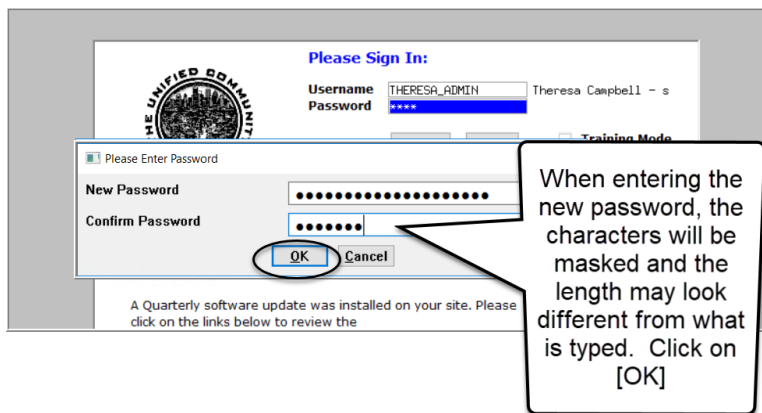
SY-145 User Reset Password

17 July 2020



If the email is not found in the inbox, check the spam or junk folder. Use the password in the email exactly as shown (case sensitive). The system will immediately prompt for a new password.

Type the new password and confirm the new password.



The super-user on the site may view the **User Profile** ► **[Y Login History]** tab to see logon and password reset activity.

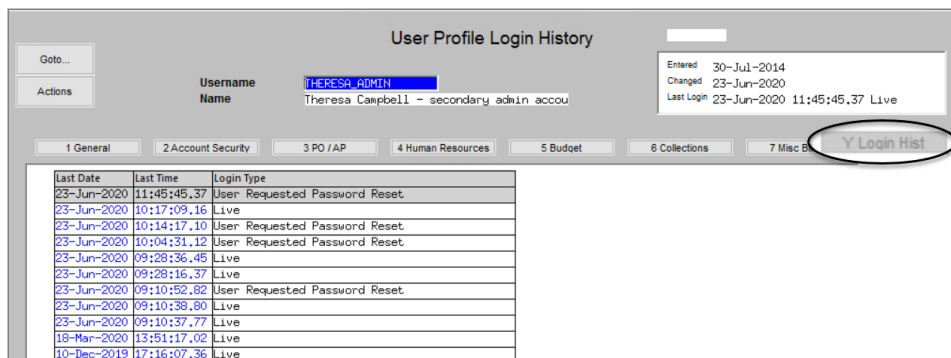


Figure 4 The User Profile Login History Screen