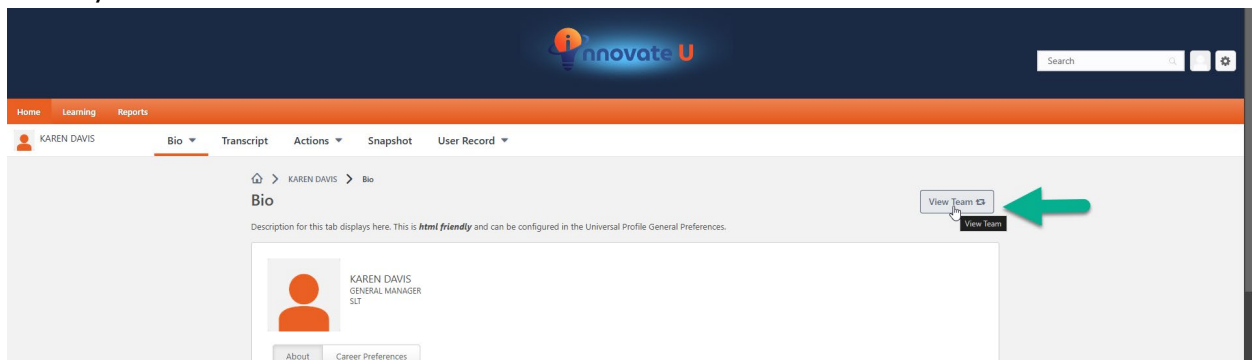


How to reset a user's password

1. Log into [Innovate U](#).
2. Go to the Universal Profile. There are 2 options:
 - a. Click on the "Profile" button.
 - b. Hover over the "Home" tab and click on Universal Profile.

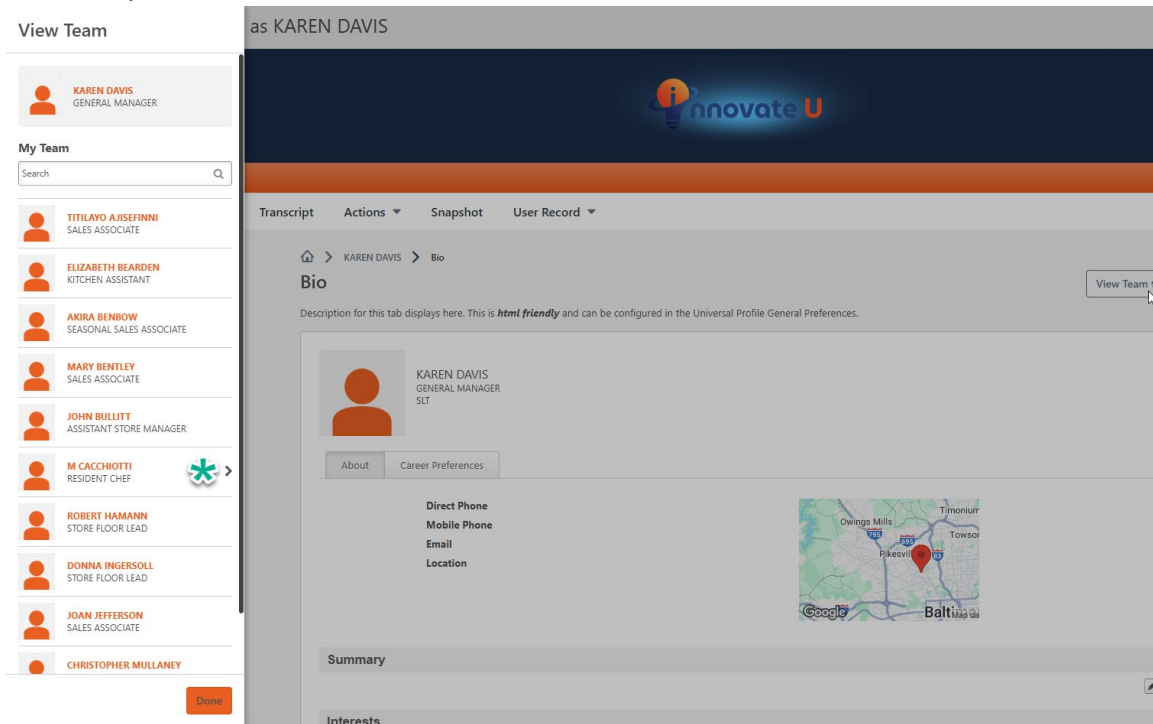


3. Once you're in the Universal Profile, click on View Teams.

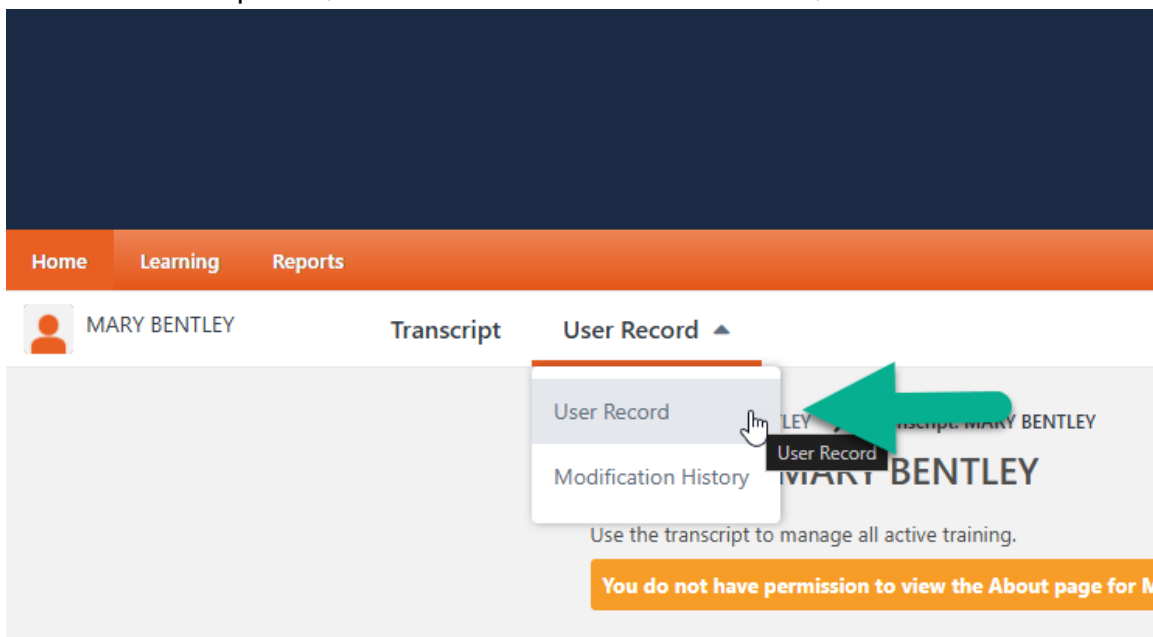


4. A side menu will pop up. Here you can see and search all your direct reports. Click on the name of the user you want to reset their password.

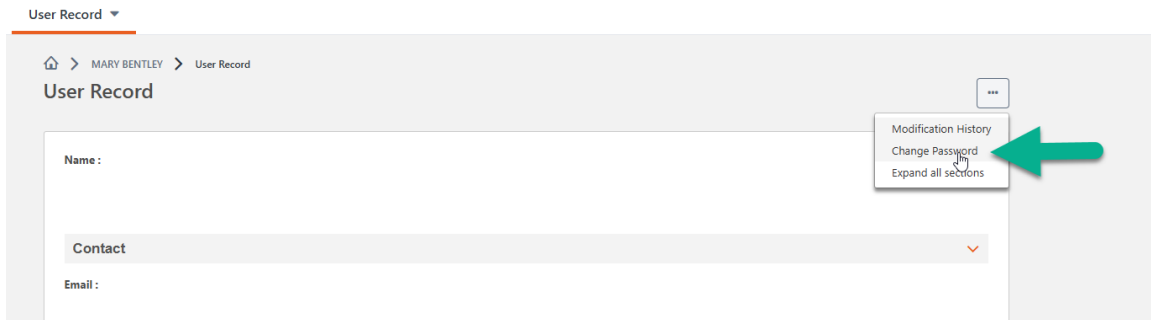
* If a direct report has an arrow next to their name, you may click on it to see their direct reports.



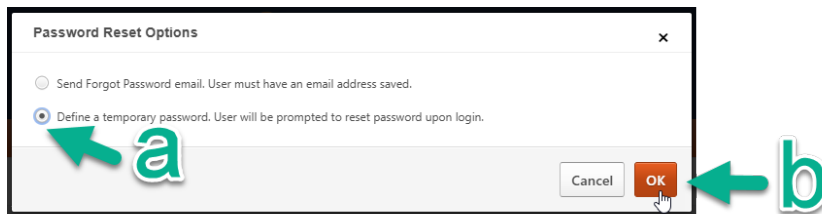
5. From the user's profile, hover over the "User Record" tab, and click on User Record.



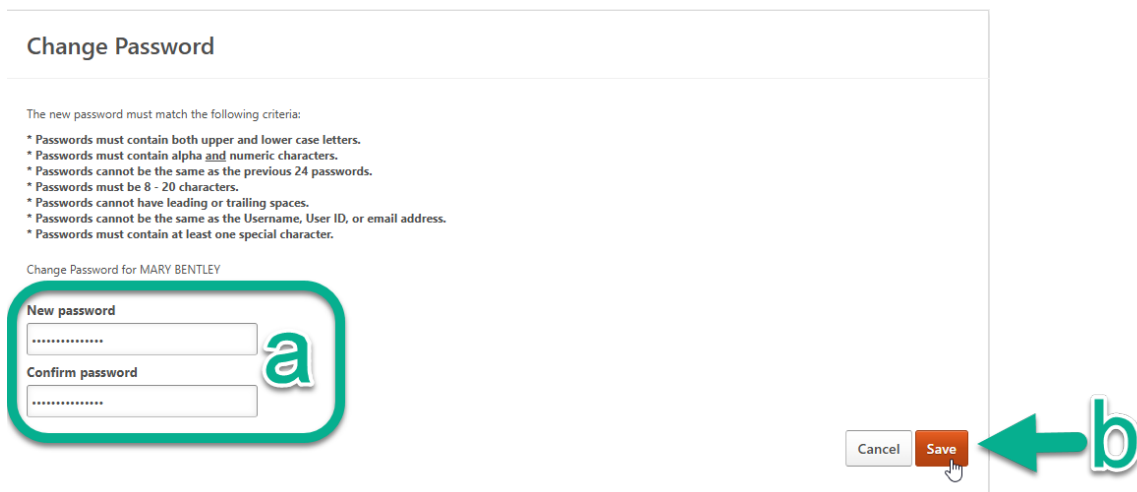
- You'll be prompted to the User Record screen. Click on the three dots to display the drop-down options, and click on Change Password.



- The Password Reset Options will pop up.
 - Select the second option: "Define a temporary password..."
 - Click "OK".



- You'll be prompted to the Change Password screen.
 - Input the temporary password and confirm it.
 - Click on "Save".



Now your user may log in with the new temporary password.