

Resetting User Passwords

Article Number

000089210

Information

User passwords are not stored, in any way, with Campus Labs. If your Compliance Assist site is **not** authenticated, Site Administrators have the ability to reset user passwords if forgotten. To reset a password, follow the steps below!

1. Go to the Options > Manage Site > Users page.
2. In the “Password” column, click “Reset” next to the user you need to reset the password for.
3. A new window will appear asking you to enter a new password twice; typically, the temporary password is something like, “password1” or “temp123.”
4. Click the “User Must Change Password at Next Login” box, to ensure the user creates a more personal password upon their next login.
5. Click the “Reset Password” button and close the window when finished.

**If you are a Site Administrator and have forgotten your password, contact Campus Support.*

KB Product

Accreditation

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