


Reset Passwords

The tenant admin can edit the profile for any tenant user and perform such functions as resetting passwords. To reset a password: Login to the tenant admin's account.

1. Click **Manage Users**.
2. Click either the **All** link to display all tenant users or click the letter that corresponds to the first letter of their username.
3. Click the  icon to edit a user's profile.
4. Set the password and re-enter password fields.
5. Check 'Change Password on Next Login' to require the user to change their password to meet password strength requirements on their next login.
6. Submit the form.

Users can also click "[Forgot Password](#)" on the login screen to reset their own password. Passwords for tenant admins and the superuser (admin@d) for in-house installations can also be changed using this procedure. Remember, the user must have an email address configured in Live Forms for this method to work.

Logged in users can change their password using the [Manage Personal Information](#) link under My Account on the top right of the screen. Tenant and server admins can change their passwords by clicking on the



icon from the [Manage Users](#) screen.