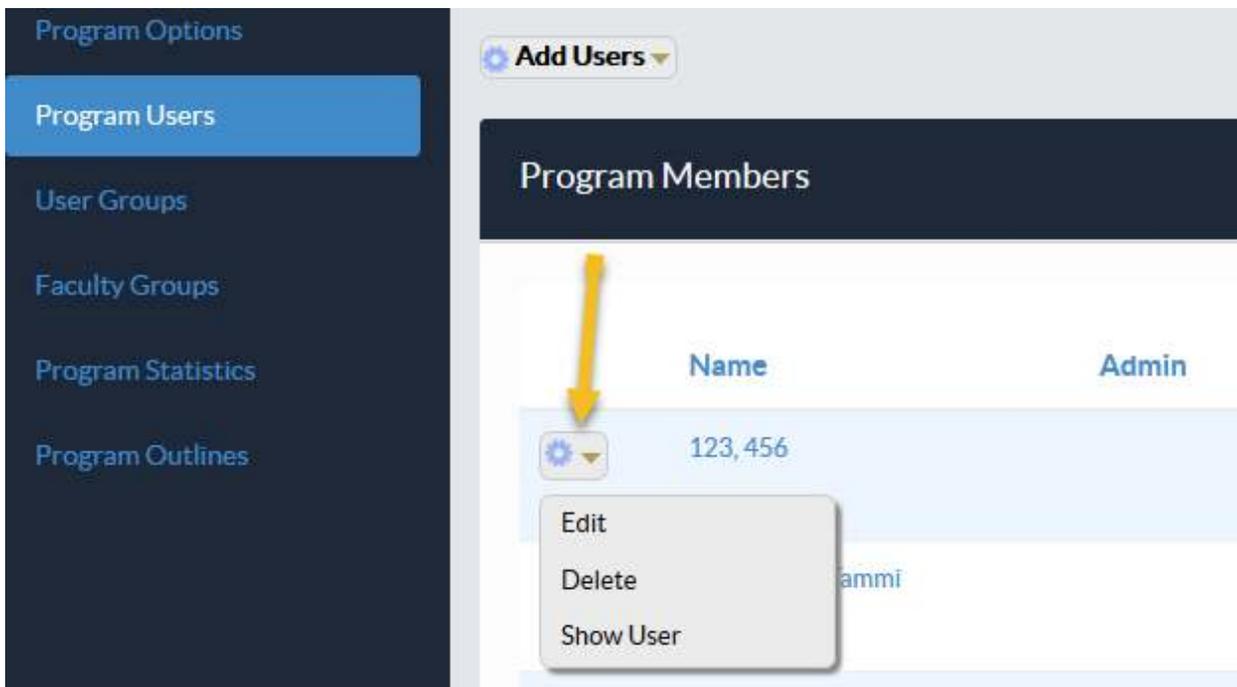


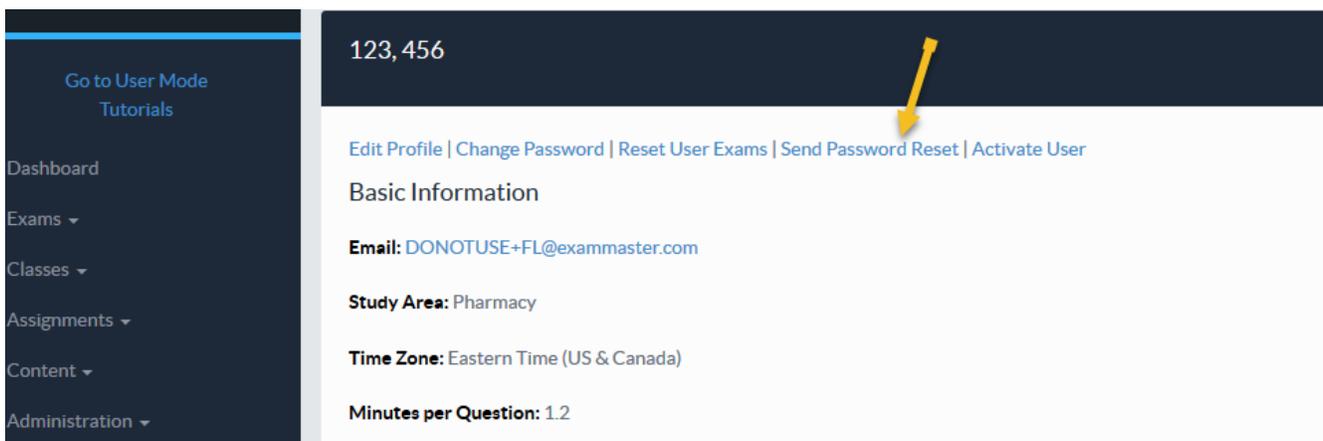
Sending Password Resets /Changing Passwords/Activating Users

1. Click **Administration**
2. Select **Program Users**
3. Click the blue gear to the left of the end user's name you want to provide special accommodations
4. Select **Show User** from the options



To Send a Password Reset Link:

- Select **Send Password Reset**



123,456

[Edit Profile](#) | [Change Password](#) | [Reset User Exams](#) | [Reset Sent](#) | [Activate User](#)

Basic Information

Email: DONOTUSE+FL@exammaster.com

Study Area: Pharmacy

Time Zone: Eastern Time (US & Canada)

Minutes per Question: 1.2

To Change a Password for a User:

- Select **Change Password**

Edit Password

New password *

New password confirmation *

*Note: Passwords must be 8 - 20 characters and must contain at least 1 lowercase letter, 1 uppercase letter, 1 numeral, and 1 special character from !@#%&**

* Required

- Enter the new password in both fields
- Click **Save**

To Activate a User's account:

- Select **Activate User** (this will only be present if the user has not activated their account)
- The User's account will immediately be activated

123,456

[Edit Profile](#) | [Change Password](#) | [Reset User Exams](#) | [Send Password Reset](#) | [Activate User](#)

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