

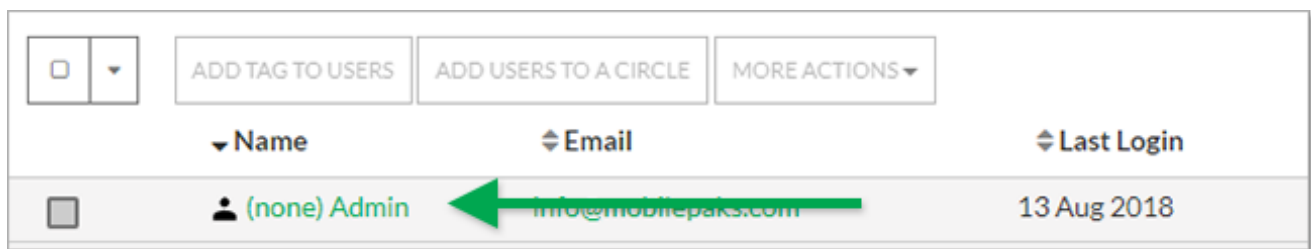
Resetting User Passwords

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While in the **Management Control Area**, click the **Users** tab.



Locate the user that needs the password reset and select the green hyperlink on the user's name.



On the bottom right under the user details, find and select **Set Temporary Password**.



A password will be generated for you which you will want to make sure to copy down.

Once you have copied the generated password, continue by selecting the **Set Temporary Password** button.



Once this process is completed, **email the user** the temporary password, and direct them to sign in to Veelo using their temporary password. Once they log in, they will be prompted to change their password.