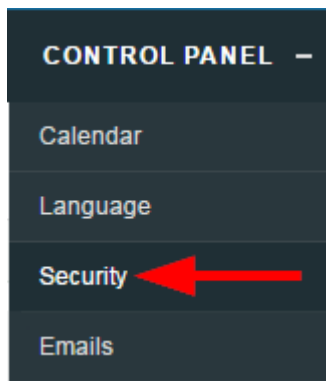


Forgot Password

Site Manager can define how the system will prompt users who select the Forgot Password link or who fail at their attempts to log in multiple times in a row.

1. Log in with a Site Manager account.
2. Select **Security** under Control Panel in the main navigation menu.



3. Select one option under Forgot or Change Password Email Option Setting.
 - **Change Password (Random)** – Activate this to email the user a new random password.
 - **Forgot Password** – Activate this option to email the user instructions for recovering their password.
4. **Save.**



Systems that use the Forgot Password link on the log in page trigger the option selected above when the link is selected.