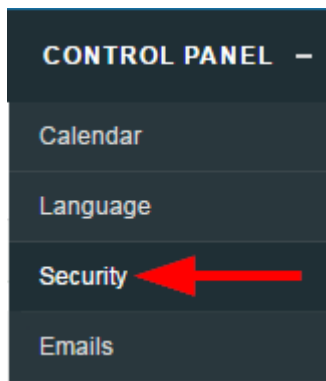# Forgot Password

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.