

## How to reset the password of a user.

The actions in this article are only accessible to users with administrative access.

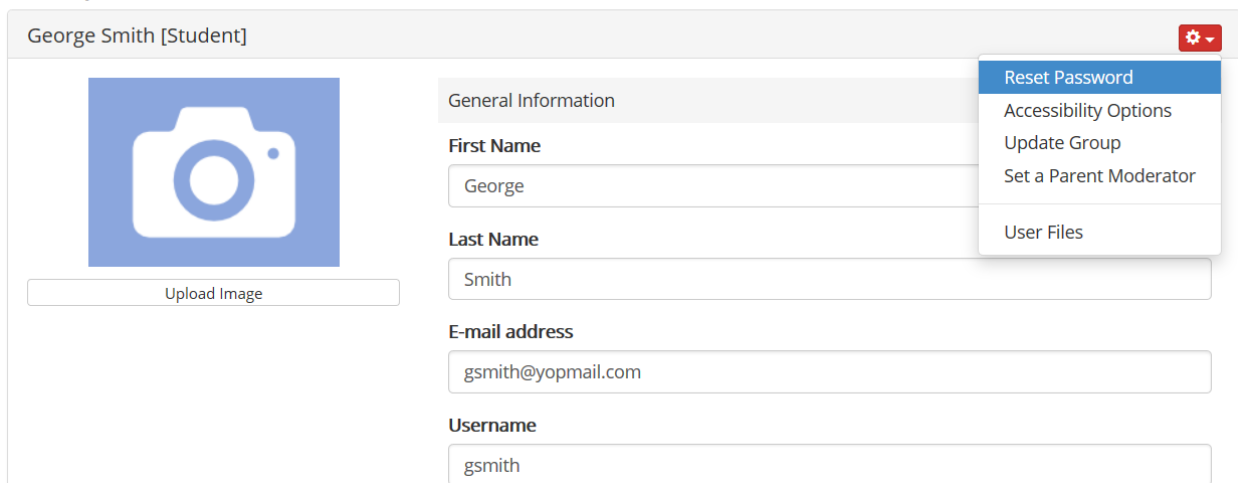
Users with administrative access can reset passwords of other users - students or teachers as described below.

Click on **Student Management** -> **Student Profiles** (or **Manage** -> **Teacher Profiles**).


Find the user whose password has to be reset and click the person's name in the list.

On the profile update page click the red options button again and click **Reset Password**. Then confirm the action.

### Update Profile



George Smith [Student]



Upload Image

General Information

First Name  
George

Last Name  
Smith

E-mail address  
gsmith@yopmail.com

Username  
gsmith

- Reset Password
- Accessibility Options
- Update Group
- Set a Parent Moderator
- User Files

A new password will be generated for that use and an email message will be sent to the user with log on instructions.

Electa Live Virtual Classroom, LMS - Help & Support Portal

<https://support.e-lecta.com/Knowledgebase/Article/50031>