

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>