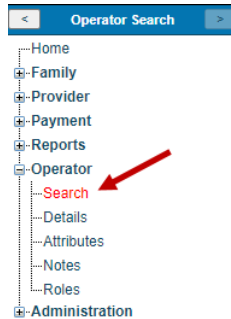


KinderTrack – Change Password

An **Operator** that forgot his/her **Password** needs to contact the Operator with **System Administrator** settings to have it **Reset**.

To **Reset a Password**:

- A** Press **Search** under **Operator**.



- B** Enter your search criteria, then press **Search**.

Search Clear

Last Name: Doe Operator ID:

Middle Name: Operator Supervisor: [Select >>](#)

First Name: Operator Roles: [Select >>](#)

User Name: Phone Number:

Worker Number: Email Address:

Active Status: Active Office Location: [Select >>](#)

- C** Press the Operator's name under **Operator** in the **Search Results** to reach the **Operator > Details** page.

Search Results: 1 item found [Options](#)

	Operator ID	Operator	User Name	Phone Number	Roles	Local Key
☐	6987	Doe, John	jdoe		Operator	

- D** In the **Operator > Detail** page, press **Edit**.



- E** Uncheck the **Locked** checkbox, and check the **Force password change** checkbox to force the Operator to set their own password after logging in.

*Office Locations: Alamo... [Select >>](#)

*Operator Roles: Systemwide: Programmer [Select >>](#)

Supervisor: [Select >>](#)

Phone Number:

Email Address:

*Active Status: Active

Surrogate Workers: [Select >>](#)

Languages: [Select >>](#)

Locked: ☒

NightRun Status Alert: ☐

Force password change: ☐

- F** Enter a simple password in the **Password** field to allow the Operator to log in. Reminder: The Operator will be forced to set their own password once they log in.

*Last Name: Doe

Middle Name:

*First Name: John

Title:

Worker Number:

Worker Group:

Office Number:

*User Name: jdoe

Password:

- G** Press **Save**.

