KinderConnect – Provider Administrator Resets Operator Password

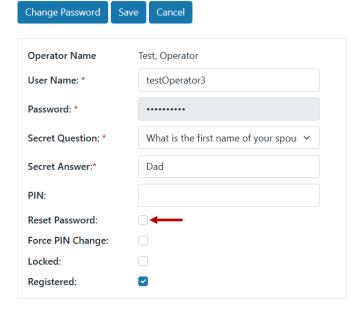
An **Operator** that forgets his/her **Password** can click on **Forgot password?** to reset, or needs to contact the Provider Administrator to have it **Reset**. To **Reset** a **Password**:

- A Locate the **Operator** by clicking **Search** under Operator. For additional details, refer to the **Operator Search** QRC.
- B Click **Account** in the search results.



Click on the **Reset Password** checkbox.

Operator Account



Press Change Password.



If you are resetting an Operator's password, type a default password in the Password field. The Operator will be forced to reset the Password during the next KinderConnect login attempt.

Enter the default password in the **New** password and **Confirm new password** fields, then press **Save**.



F Press Save.



The **Operator** can now attempt to login again.

Note: All passwords will automatically expire every 90 days and will require to be reset.