

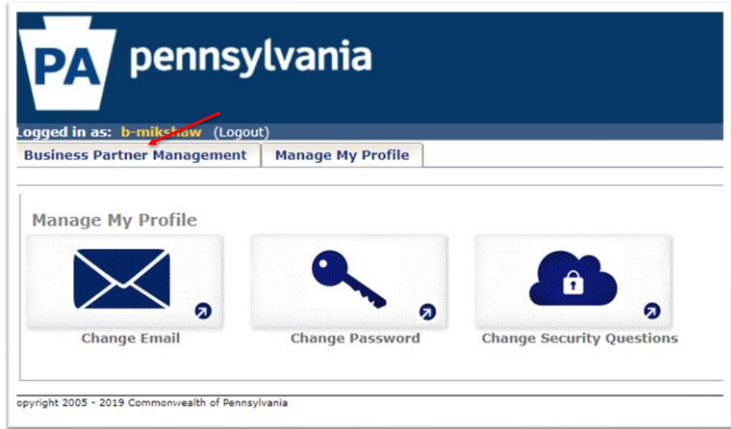
1



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Facility Administrator: Reset Password for User

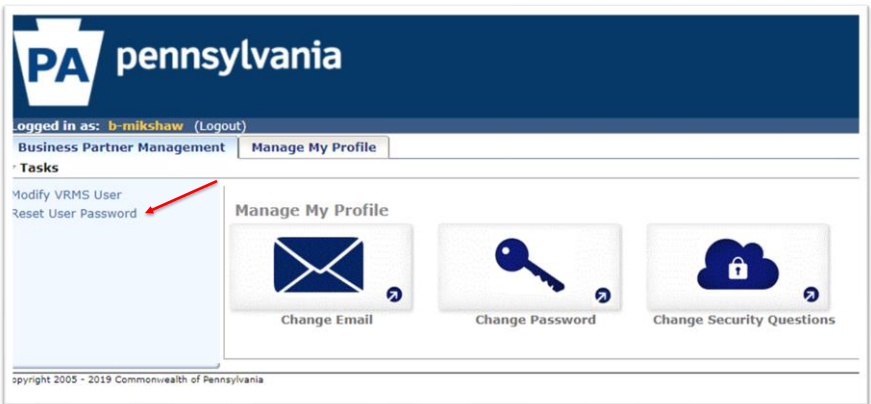
Click **Business Partner Management**.



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Facility Administrator: Reset Password for User

Click **Reset User Password**.



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Facility Administrator: Reset Password for User

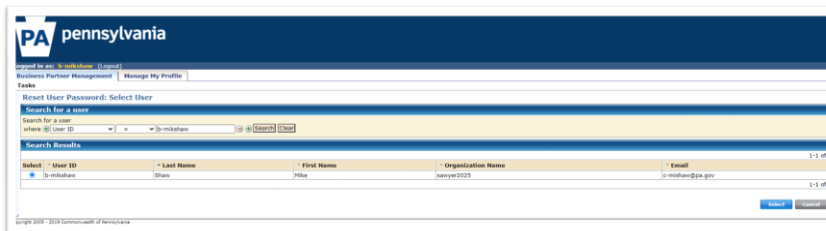
Search for the user whose password you want to reset.



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Facility Administrator: Reset Password for User

Select the user from the search results.



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Facility Administrator: Reset Password for User

Confirm the user's information and click **Submit** to send a temporary password.

The screenshot shows a web interface for the Pennsylvania Department of Health. At the top, there is a navigation bar with the PA logo and the text 'pennsylvania'. Below this, there are links for 'Business Partner Management' and 'Manage My Profile'. The main content area is titled 'Tasks' and contains a section for 'Reset User Password: b-mikobaw'. This section includes a form with the following fields: 'Organization' (value: 'Server2020'), 'User ID' (value: 'b-mikobaw'), 'First Name' (value: 'Mike'), 'Last Name' (value: 'Shaw'), and 'Email' (value: 'mikobaw@pa.gov'). Below the form, there is a note: 'Click on submit to generate user's temporary password'. At the bottom right of the form, there are 'Submit' and 'Cancel' buttons. The footer of the page reads '© 2008-2020 Commonwealth of Pennsylvania'.



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Facility Administrator: Reset Password for User

User receives an email with the temporary password.



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