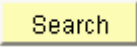


Reset Password for Administrative Users

To reset a student, instructor or advisor password, please see the [Reset Password for Students, Instructors and Advisors](#) document.

Path:	PeopleTools > Security > User Profiles > User Profiles
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1.	In the User ID field, enter the user's alpha ID in ALL CAPS and click  .
2.	If Account Locked Out? is checked, uncheck it.
3.	In the Password field, enter a generic password
4.	In the Confirm Password field, re-enter the password.
5.	Click 