# 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

1. In the **User ID** field, enter the user’s alpha ID in ALL CAPS and click **Search**.

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 **Save**