Reset Password for Students, Instructors and Advisors

To reset an administrative user’s password, please see the [Reset Password for Administrative Users](#) document

**Path:**
UC Campus Community > UC Campus Community Process > UC Reset SA Passwords

1. On the **Find an Existing Value** page, enter some criteria to search for the student, instructor or advisor.

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**