## Resetting a User's Password

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This guide explains how to reset a team members password to the system default. It is intended for system administrators.

System administrators can reset a user's password to the system default password

(https://aace6.knowledgeowl.com/help/working-with-the-aace-default-password)

- 1. Navigate from Main Menu > System Admin > User Groups.
- 2. Use the Quick Search bar to locate the desired team.
- 3. At the detail view, click the Team Members tab.
- 4. At the team member's line, click **Actions** ( **才** ) > **Reset Password**.

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			Reset Password
			Edit Account Name
			Remove Team Membe

## 5. At the confirmation dialog, click **Reset**.

aACE changes the user's password back to the system default. When this user logs in next, they must enter the default password and then aACE will prompt them to create a new password.