

# Resetting a User's Password

Last Modified on 06/17/2022 2:49 pm EDT

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 ( ⌵ ) > Reset Password**.

The screenshot shows the 'User Group: Sales Team' detail view. The 'Team Members' tab is selected and circled. Below it, a table lists team members. The 'Actions' menu for the selected row is open, with 'Reset Password' highlighted and circled.

Team Member	User	Account Name	Last Login	PM Version	Status
> Jamie Gianelli (JG)	X	jamie.gianelli	5/6/2022 2:36:46 PM	Pro 19.4.2	ACTIVE
> Robert T Jones (RTJ)	X	robert.jones	2/18/2022 3:42:22 PM	Pro 19.4.2	ACTIVE

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.