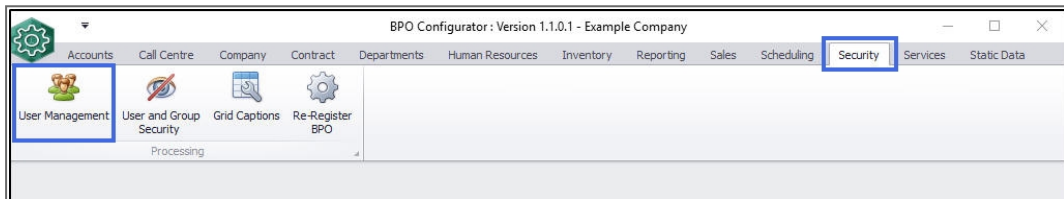


## SECURITY

### USER MANAGEMENT – RESET PASSWORD

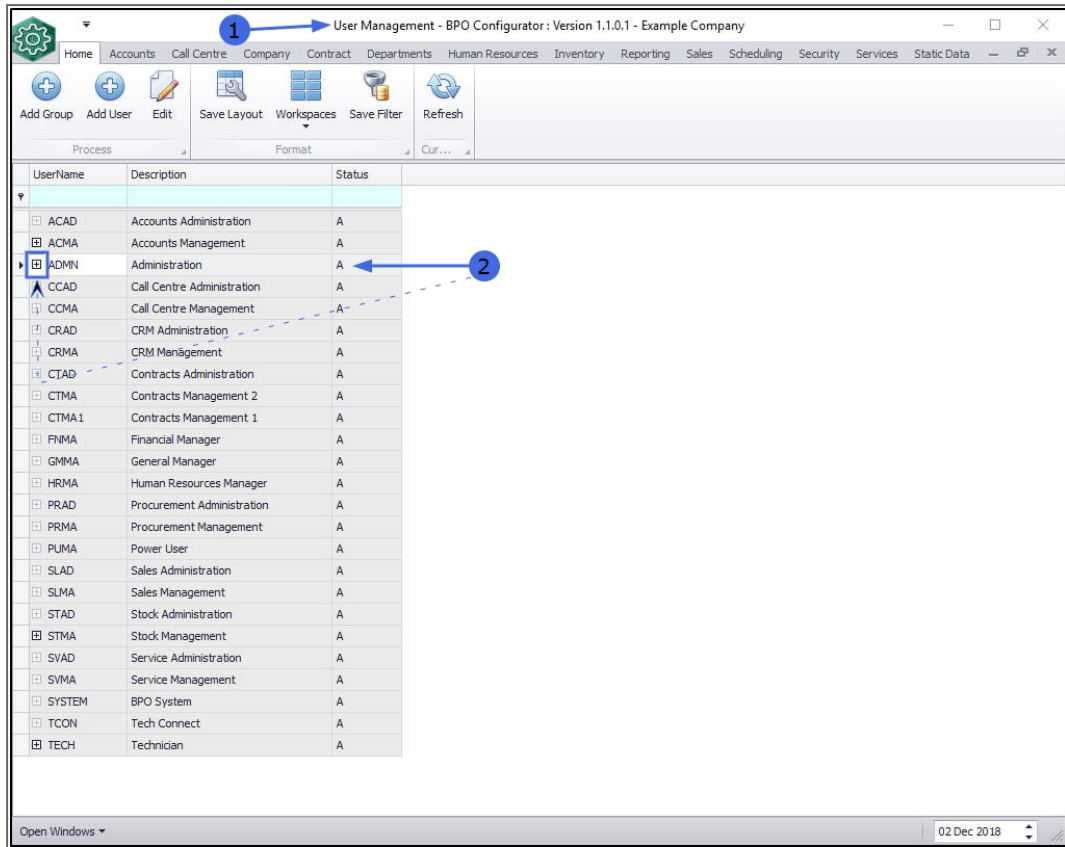
Ribbon Access: *Security* > *User Management*



1. The *User Management* screen will be displayed.

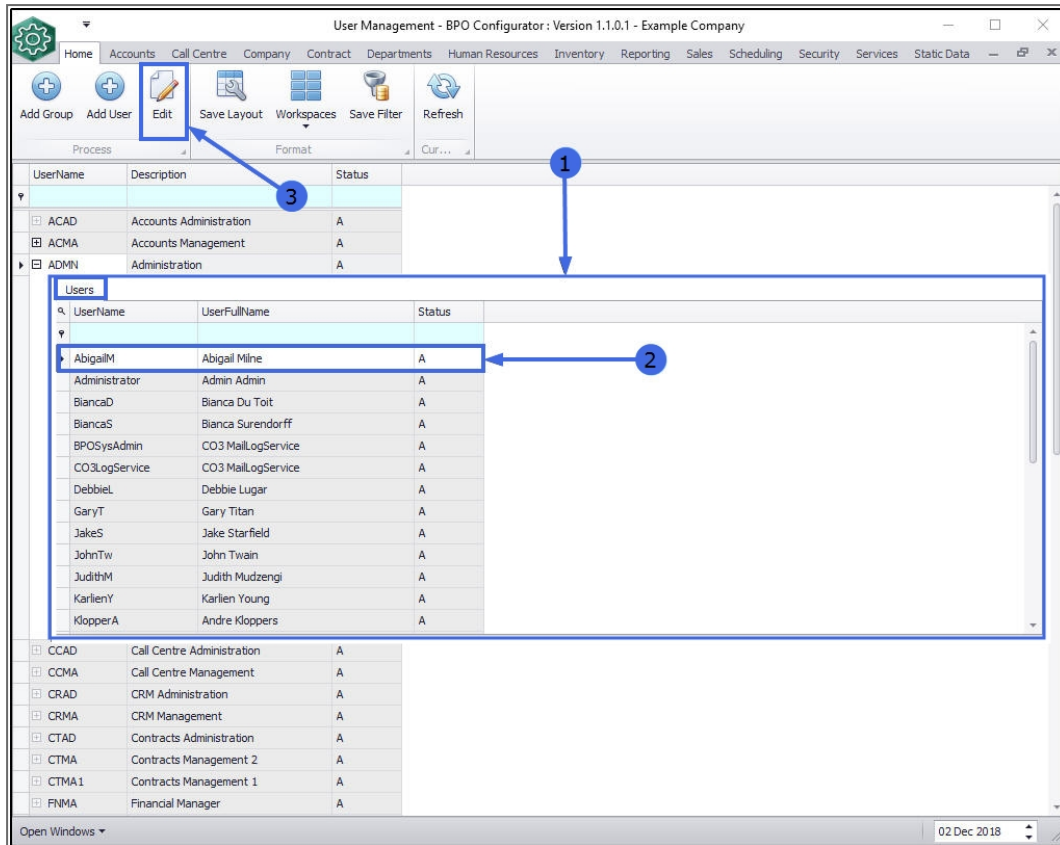
### SELECT USER GROUP

2. Click on the **expand** button in the **row** of the **group** which contains the **user** whose password need to be reset.
  - In this image, the **ADMN** - Administration group has been selected.



## SELECT USER

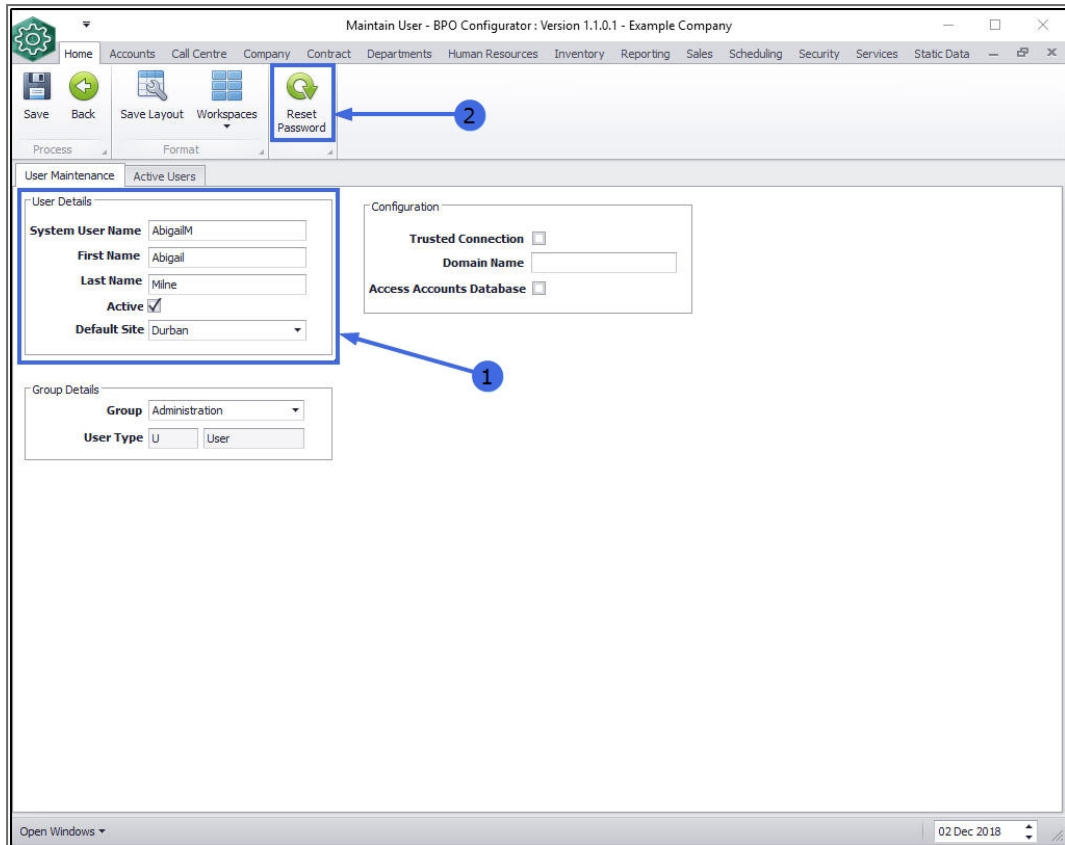
1. The **Users** frame will be expanded.
2. Click anywhere in the **row** of the user whose password needs to be reset.
3. Click on **Edit**.



## RESET USER PASSWORD

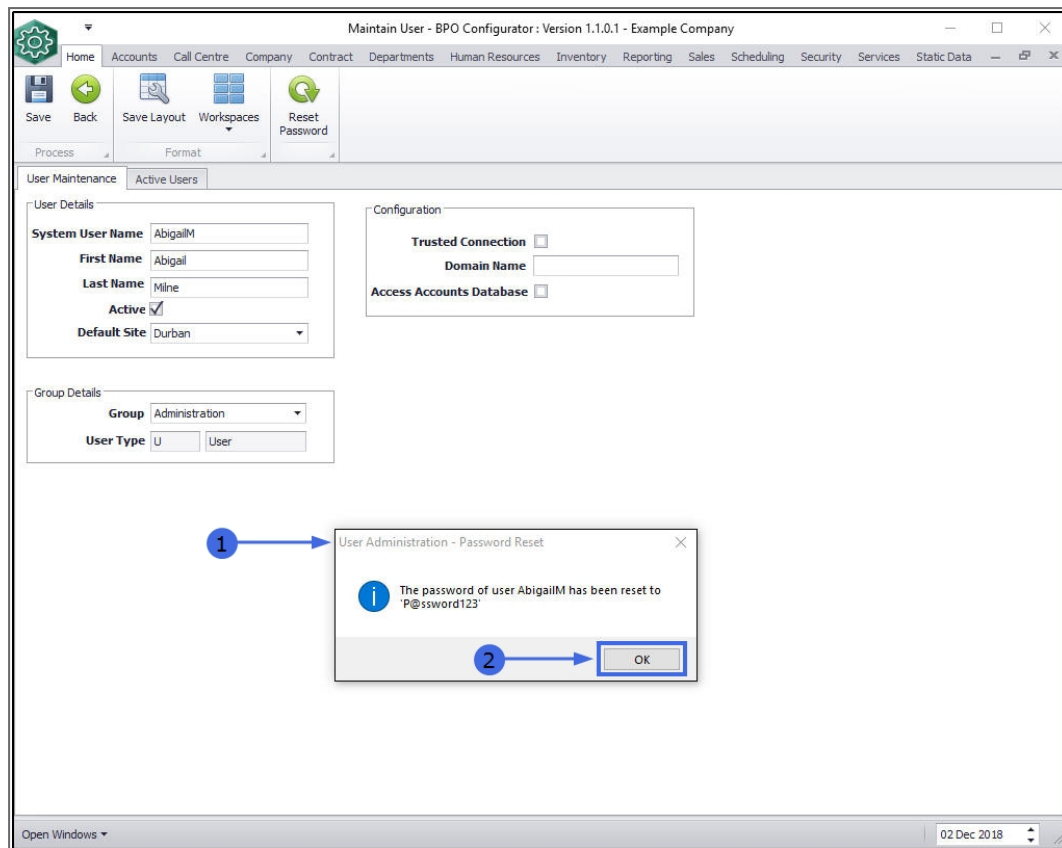
The **Maintain User** screen will be displayed.

- You can check the **User Details** frame to ensure that you have selected the correct user.
- Click on **Reset Password**.



## SAVE USER RESET

1. A **User Administration - Password Reset** message box will pop up informing you;
  - *The password of user [ ] has been reset to 'P@ssword123'*
2. Click on **OK**.



- When you next open **BPO2** or the **BPO Configurator**, you will initially need to use the **default** password: **P@ssword123** to log in.
- Once logged in, use the process as explained in [Create New Password](#) to select a **new** and **unique** password.

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