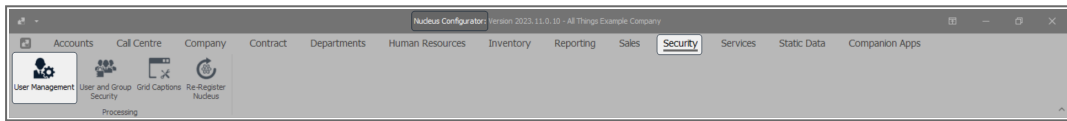


We are currently updating our site; thank you for your patience.

SECURITY

USER MANAGEMENT – RESET PASSWORD

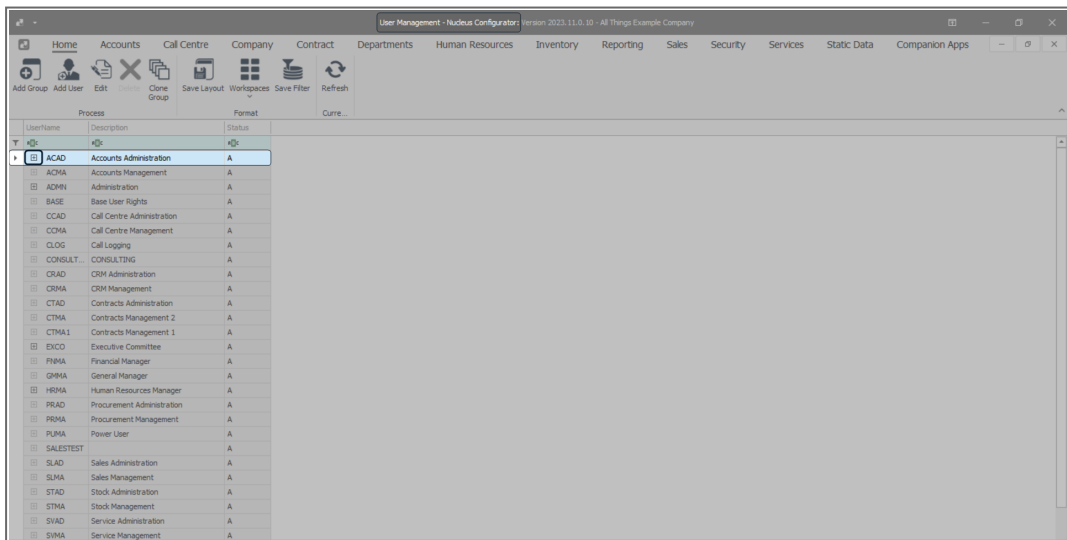
Ribbon Access: Configurator > Security > User Management



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

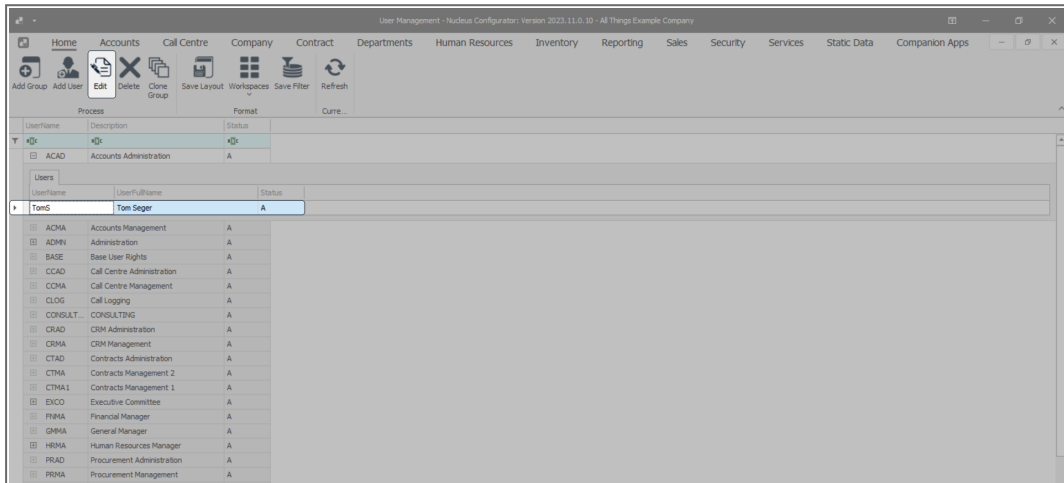
SELECT USER GROUP

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



SELECT USER

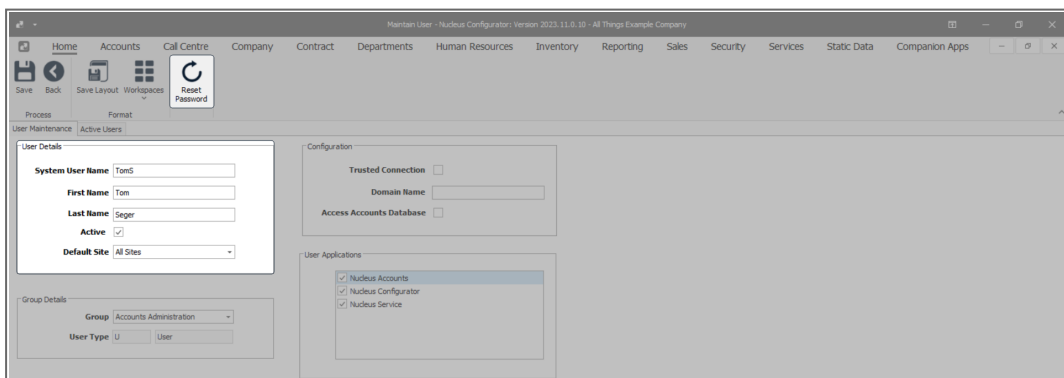
- The **Users** frame will be expanded.
- Click anywhere in the **row** of the user whose password needs to be reset.
- Click on **Edit**.



RESET USER PASSWORD

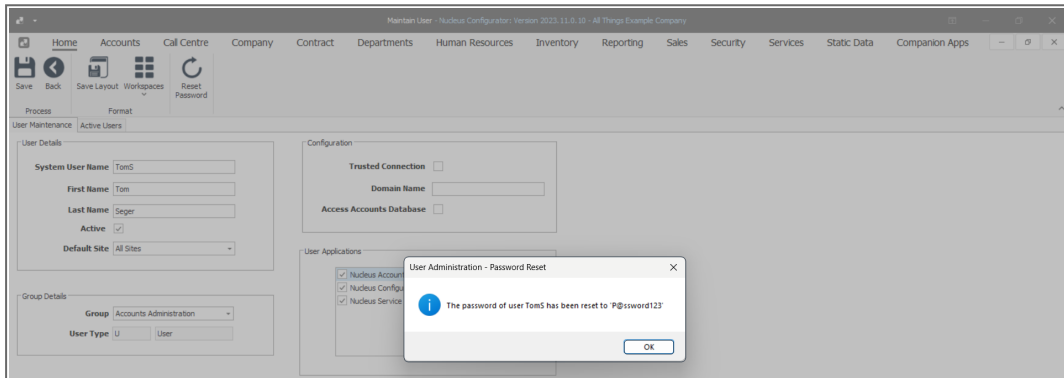
The **Maintain User** screen will be displayed.

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



SAVE USER RESET

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



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

MNU.085.007

