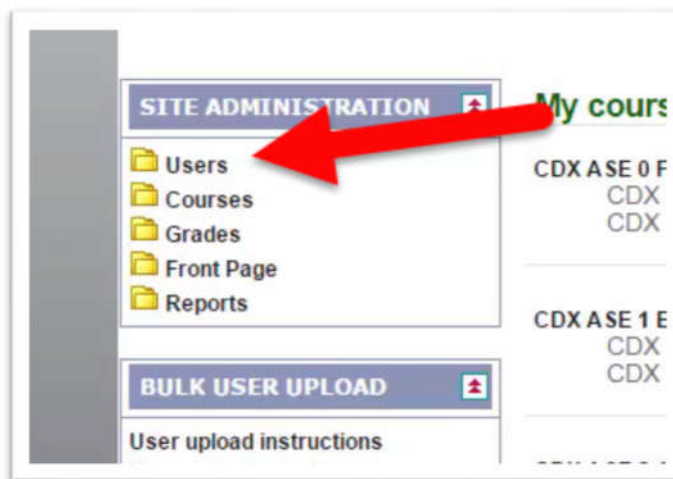
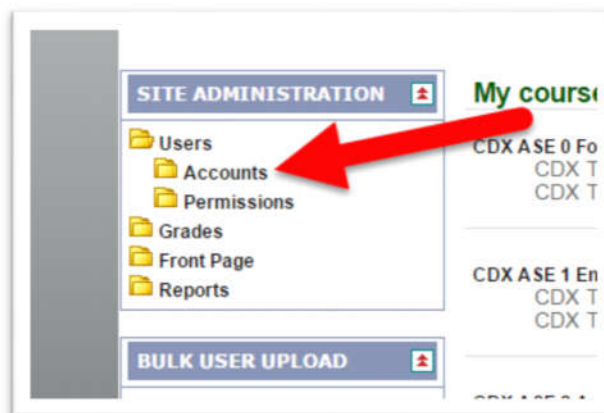


# Resetting Student Passwords in your MLR2014 CDX Course

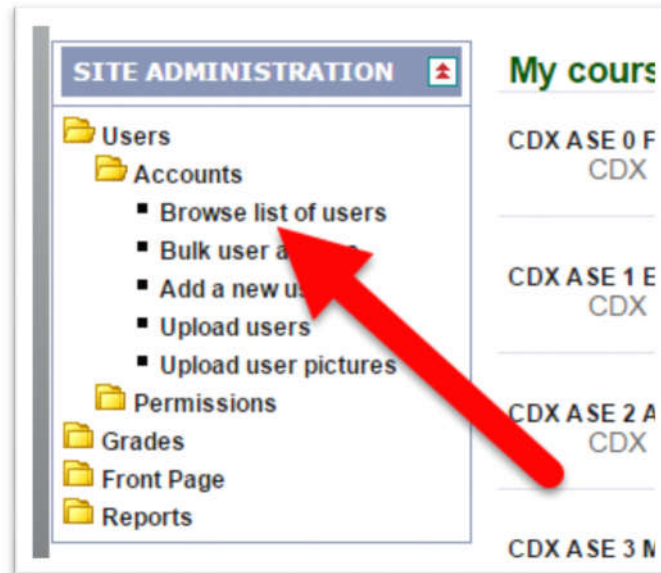
1. Navigate to your CDX site and log in to your Instructor account.
2. Find the Site Administration box on the left side of the page. Under the Site Administration heading, click on the Users folder.



3. Click on the Accounts folder



- Click on the Browse List of Users option. This will bring you to a page that lists all of the accounts in your CDX site.



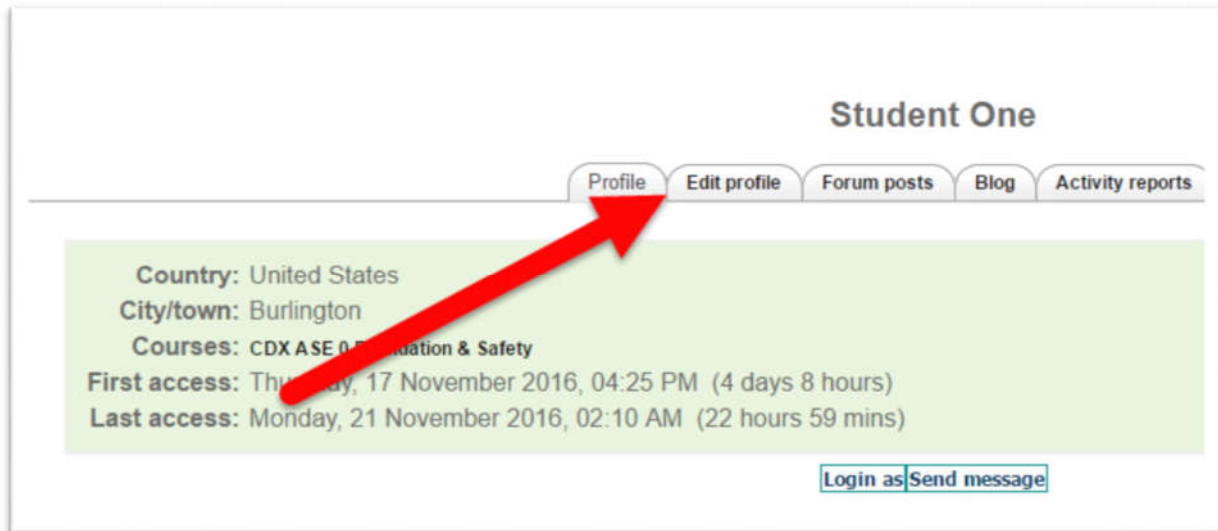
- Find the name of the student whose password you would like to reset and click on it.

The screenshot shows a table with three columns: 'First name / Surname', 'Email address', and 'City'. The table contains the following data:

First name / Surname	Email address	City
Admin User	support@cdxauto.com	Ph
CDX Supervisor	supervisor@cdx.com	Bc
CDX Admin	support@cdxauto.com	Bc
CDX Tech Support	cdxtech@cdx.com	Bu
CDX Account Manager	cdxsales@cdx.com	Bu
CDX Teacher	cdxteacher@cdx.com	Bc
CDX Student	cdxstudent@cdxauto.com	Va
Example User	euser@example.com	Bu
Student One	sone@example.com	Bu
Student Two	stwo@example.com	Bu
Student Three	sthree@example.com	Ri

A red arrow points to the 'Example User' row.

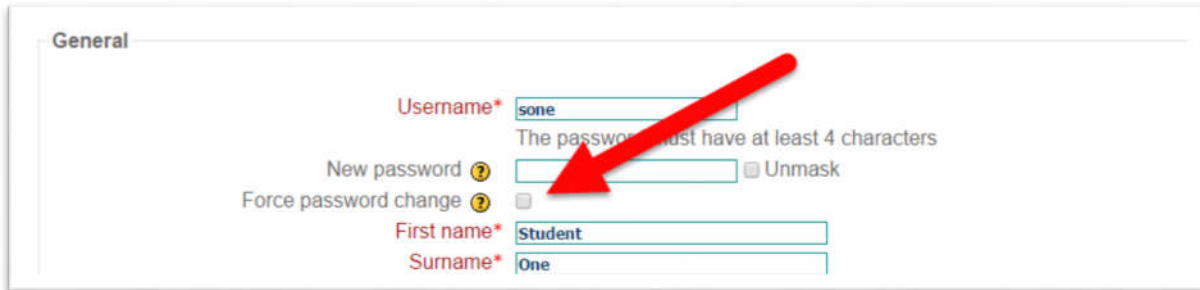
- This will bring you to their account page. Then click on the Edit Profile tab.



- This will bring you to a page where you can edit their account details.
- To reset their password start by typing the password you would like them to have into the New Password field.

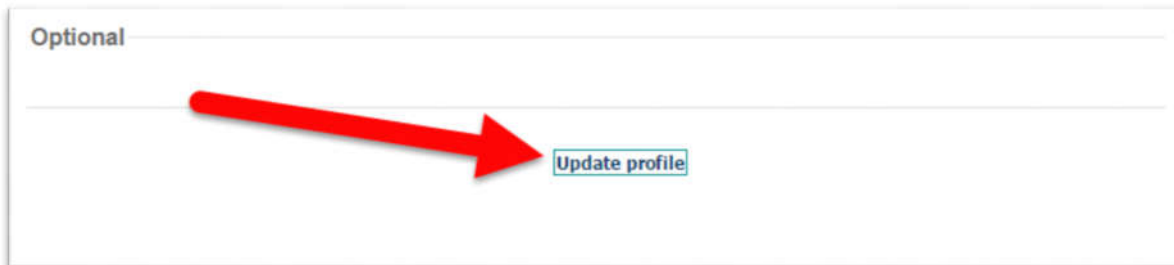


9. Checking the box that says force password change while resetting a password will make the student set their own password after the first time logging in with the new password that you set.



The screenshot shows a 'General' section of a user profile form. It includes fields for 'Username\*' (sone), 'New password' (with a help icon and 'Unmask' checkbox), 'Force password change' (checkbox), 'First name\*' (Student), and 'Surname\*' (One). A red arrow points to the 'Force password change' checkbox. A note above the password field states 'The password must have at least 4 characters'.

10. Once you have filled in the New Password field and decided if you want to use the Force Password Change Option, scroll to the bottom of the page and click the Update Profile button to finalize the password reset.



The screenshot shows the bottom of the form, labeled 'Optional'. A red arrow points to the 'Update profile' button.