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
4. 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.

5. Find the name of the student whose password you would like to reset and click on it.
6. This will bring you to their account page. Then click on the Edit Profile tab.

![Edit Profile Tab](image)

7. This will bring you to a page where you can edit their account details.

8. To reset their password start by typing the password you would like them to have into the New Password field.

![Password Reset](image)
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.

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.