

# CDX User Manual

## Resetting Passwords

CDX Medium Heavy  
For Secondary Schools

JONES & BARTLETT LEARNING

**CDX** **Automotive**

[www.cdxauto.com/TrainingLibrary](http://www.cdxauto.com/TrainingLibrary)

Log in with your *teacher* account that you were given.

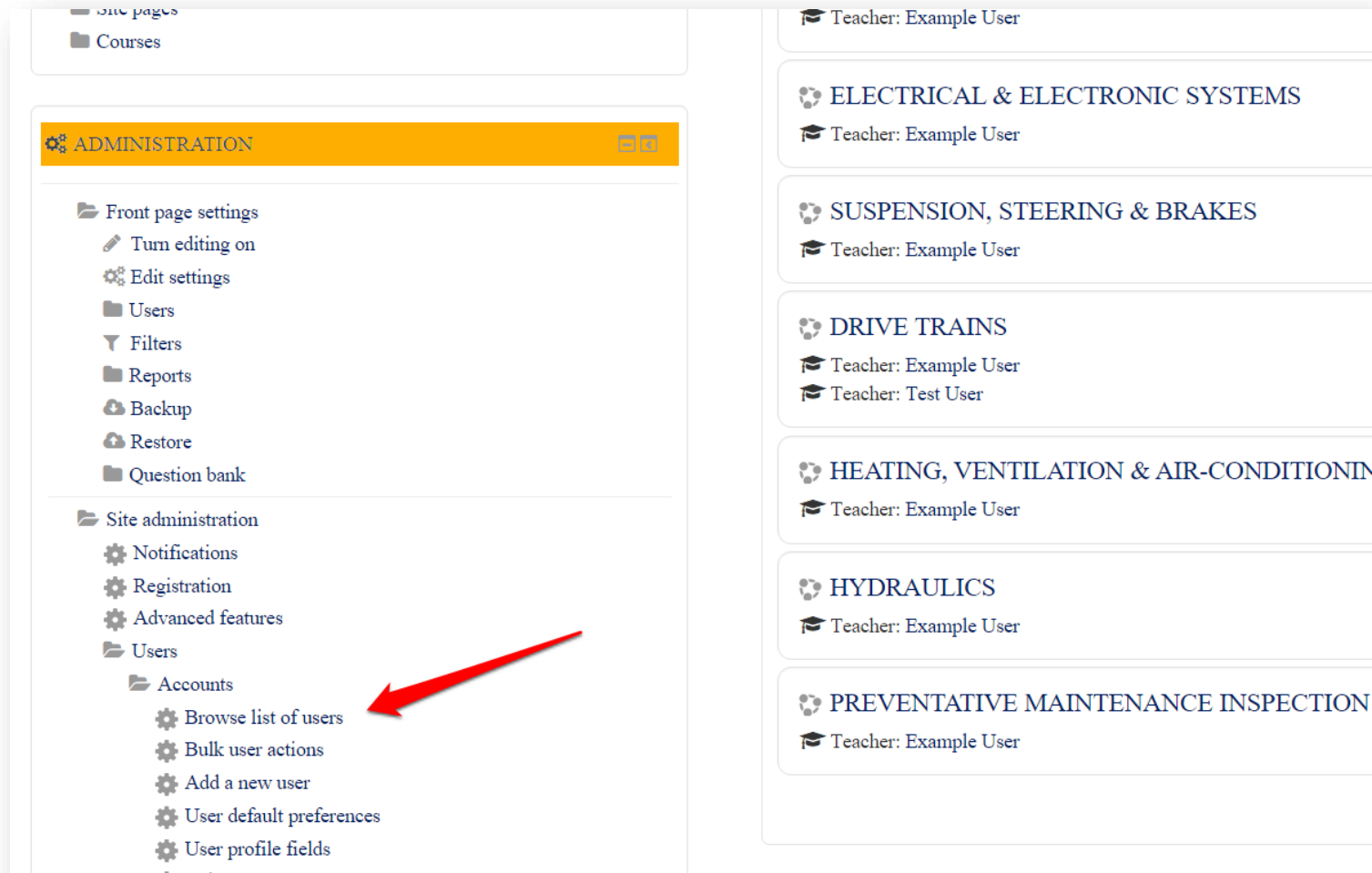
The screenshot shows the CDX Automotive website interface. At the top right, there is a "Log in" link with a right-pointing arrow icon. Below this is a yellow banner with the text "HEAVY VEHICLE". A red arrow points from the "Log in" link towards the "HEAVY VEHICLE" banner. Below the banner is a navigation menu with five items: "3 SUSPENSION, STEERING," "4 DRIVE TRAINS", "5 HVAC", "6 HYDRAULICS", and "7 PREVENTATIVE MAINTENANCE INSPECTION". To the right of the menu is a large image of a truck on a lift with the text "PREVENTATIVE MAINTENANCE INSPECTION" overlaid. Below the image are two vertical purple buttons labeled "Course PRE-TEST" and "Course FINAL EXAM". At the bottom of the page, there is a white box with the text "Available courses".

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Under the *ADMINISTRATION* block, click **Site Administration > Users > Accounts > Browse list of users**.



The screenshot displays the Moodle administration interface. On the left, the 'ADMINISTRATION' block is expanded to show 'Users' > 'Accounts' > 'Browse list of users', which is indicated by a red arrow. The main content area shows a list of courses with their respective teachers:

- Teacher: Example User
- ELECTRICAL & ELECTRONIC SYSTEMS  
Teacher: Example User
- SUSPENSION, STEERING & BRAKES  
Teacher: Example User
- DRIVE TRAINS  
Teacher: Example User  
Teacher: Test User
- HEATING, VENTILATION & AIR-CONDITIONING  
Teacher: Example User
- HYDRAULICS  
Teacher: Example User
- PREVENTATIVE MAINTENANCE INSPECTION  
Teacher: Example User

Find the user whose password you wish to reset and click the **Edit Gear**.

▼ New filter

User full name contains

Add filter

Show more...

First name / Surname	Email address	City/town	Country	Last access	Edit
CDX Admin	cdxadmin@cdxauto.com			now	⚙️
CDX Support	cdxsupport@cdxauto.com			Never	✕ 👁 ⚙️
CDX Account Manager	cdxsales@cdxauto.com			Never	✕ 👁 ⚙️
CDX Student	cdxstudent@example.com			1 day 1 hour	✕ 👁 ⚙️
Example User	euser@example.com			Never	✕ 👁 ⚙️
PC Demo 1	pc01@example.com			Never	✕ 👁 ⚙️
PC Demo 2	pc02@example.com			Never	✕ 👁 ⚙️

You cannot see old passwords. Type in a new password into the *New password* field.  
Check the *Unmask* box to ensure you've typed it in correctly.  
Check *Force Password Change* to force them to choose a new password when they login.

Example User

▼ General

Username\*

Choose an authentication method

Suspended account

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

New password   Unmask

Force password change

First name\*

Surname\*

Email address\*

Email display

City/town

Select a country

[Update profile](#)

When you are finished, click **Update profile**.

Example User

▼ General

**Username\***

**Choose an authentication method**

**Suspended account**

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

**New password**   Unmask

**Force password change**

**First name\***

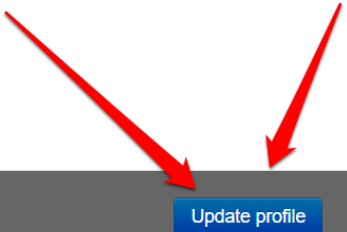
**Surname\***

**Email address\***

**Email display**

**City/town**

**Select a country**



For more tutorials and support,  
please visit our support pages:

<http://cdxauto.com/support>