Can I reset an employee’s password?

Purchases For Your Team · https://training.fairhousinginstitute.com/docs/password-reset/

Yes! Here are the steps to reset an employee’s password:

1. Log into your account.
2. From the top menu select **Groups** > **Group Management**.
3. If you have more than one group, choose the group from the *Group:* dropdown menu.
4. Click the checkbox next to the employee’s name.
5. Click **Send password reset**.
6. In the warning box that appears click **Send password reset**.

Embedded media: https://www.youtube.com/embed/a0fLuSD6z8Q?feature=oembed