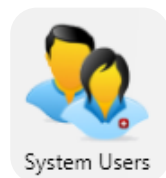


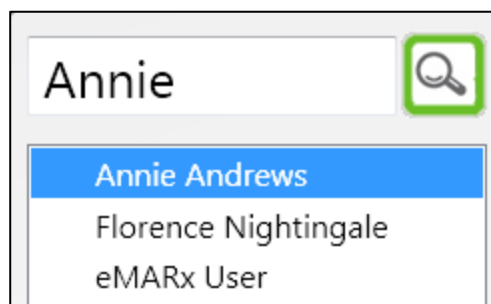
## Office – Resetting a System User's Password



Click on the Office icon



Select the **System Users** icon.



Click on the system user whose password you wish to reset. Care workers appear in yellow and senior care workers appear in gold.




Click on the **Reset Password** icon.

**Staff Information - Reset Password**

Forename: Annie  
Surname: Andrews  
Username: aandrews  
Password:   
Retype Password:


Type in the new password, then retype the password below it.

The password must be at least 4 characters long.


**Invalid password**  
Password must be at least 4 characters long.



Click **Save**.


**Save**  
The system user's details have been successfully saved.  
Please sync all device(s) to download the changes to the device(s).

A **Save** box will appear. Click **OK**. **Sync** device.