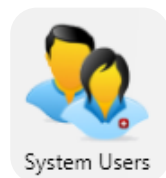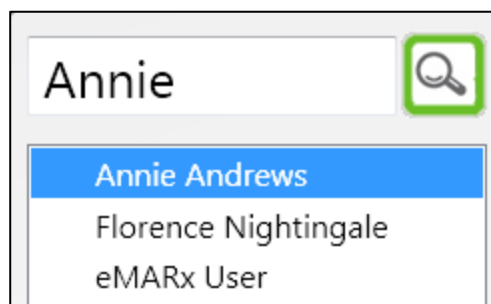# eMARx

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.

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

The password must be at least 4 characters long.

Click **Save**.

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