

Editing User Accounts Email and Password Updates

Once user accounts have been created, they can be easily updated to reflect the personal information of the residents.

EMAIL

To edit an account, go to your **Manage Users** section and scroll to the account you wish to edit or search for it in the blank space under User/Info.

Dashboard	Manage users A listing of the users for	your site(s)		
③ Help				
① About	OSERS (See See See See See See See See See S			Download C
List Devices	User/info ≑	Registered Since \$	Last Sign-in \$	Status/Actions \$
Device Authorization				
Manage Sites	admin (Global Admin)	Unknown	Monday	Active -
Messaging	New Global Admin		Mar 20th, 2017 2:00 pm	
B. Manage Users	erik (erik) New User	Friday Mar 17th, 2017 8:46 am	Brand new!	Active +
Global Settings	a e			
	siteadmin (Site Admin) New User Siteadmin@com	Friday Mar 17th, 2017 8:02 am	Friday Mar 17th, 2017 9:41 am	Active +
	user (User) New User	Friday Mar 17th, 2017 8:00 am	Brand newl	Active -

Once you find it, click on the blue **Active button** on the right to bring down the dropdown menu. Click on **Edit User**. This will bring up the user account information window. Change the email to the user's personal email address and, if desired, update the Title to the user's name. Once finished, click on the blue **Update User button**.





Now you need to send the user an invitation to create their password. Find the account you edited and click on the blue **Active button** on the right to bring down the menu. Click on **Change Password**. In the pop up, make sure that **"Send the user a link that will allow them to choose their own password"** is selected (it should be automatically). Click **Submit**.

Cha	nge User Password	
• • s • s	end the user a link that will allow them to choose their ow et the user's password as:	n password
	Password	
	۹. 8-50 characters	
	Confirm password	
	Confirm password	
	Submit	Cancel

The user will get an email with their username asking them to access their account and set up their own private password. If the user does not click

on the email link within a reasonable amount of time, the link will expire and they will receive the following message:

You may resend a new link at any time. Sending a new link will cause previous links to expire immediately.

Reset Password				
Please enter your new password to continue.				
Your secret token is not valid				
New 🧠 🕶				
Confirm New Password				
Submit New Password				