

# Reset User Passwords

If you have **Administrator Rights** to your **CisionPoint** account (user type **CA**), you can access **Settings** to create new users on your account, reset user passwords, delete old users and restore deleted content. To access the administration area, click on **Account** and select **Settings**:



The users created on your account display at the bottom of the screen. To edit a user's details or reset their password, select **Edit** in the **Actions** column to the right of the user's name:

First Name	Last Name	User Id	User Name	User Type	Status	Project	Location	Last Login	Current Users	Actions
MediaSource	Administrator	3527440	admin@middleeastmediaguide.com	CA	Active	General Project	United Arab Emirates	29/05/2014		Edit   Copy   Login
Ben	Smalley	3531430	ben@mediasource.me	CA	Active	General Project	United Arab Emirates	28/07/2014		Edit   Copy   Login
Falasteen	Alkhalidi	6482040	falasteen@mediasource.me	CA	Active	General Project	United Arab Emirates	22/07/2014		Edit   Copy   Login

The user's details will display and you can now change any of their details, including resetting their password:

The screenshot shows a 'User' details form. It is divided into two main sections: 'User Information' and 'Address Information'. The 'User Information' section includes fields for User Name (ben@mediasource.me), First Name (Ben), Last Name (Smalley), Display Name (Ben Smalley), User Id (3531430), Password (masked with asterisks), Confirm Password (masked with asterisks), Email (ben@mediasource.me), Title, Desk, Office Location, Business Phone, Ext, and Email Notification Items (100). The 'Address Information' section includes Address Type (Street) and Country. A 'SAVE' button is highlighted at the bottom right of the form.

Press **Save** for the changes to take effect.