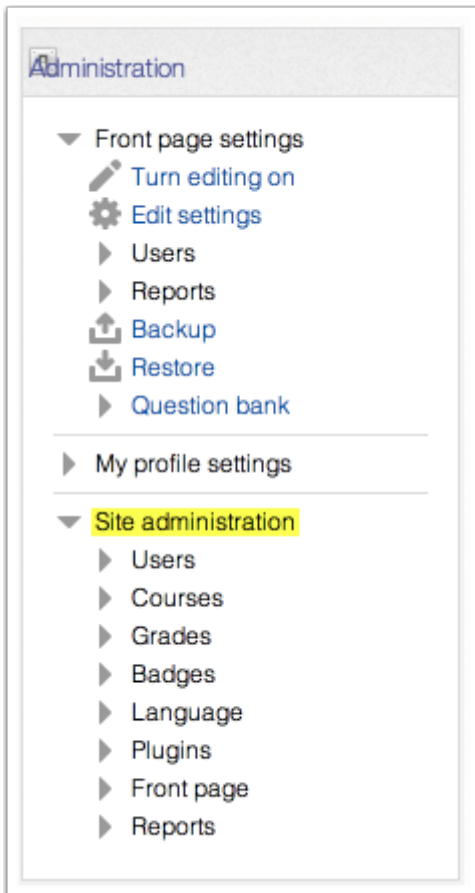


Moodle: reset a user's password

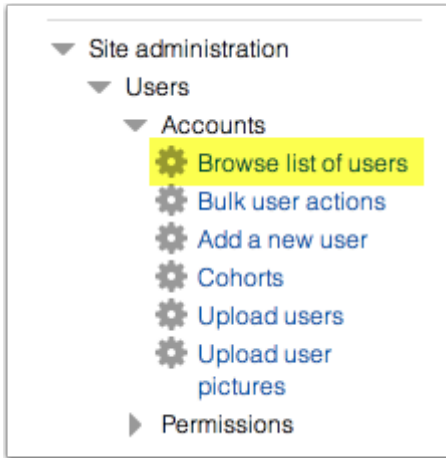
Step 1

Log into nwrpca.net/moodle. Scroll down to the bottom of the page, and on the left side, select 'Site Administration'.



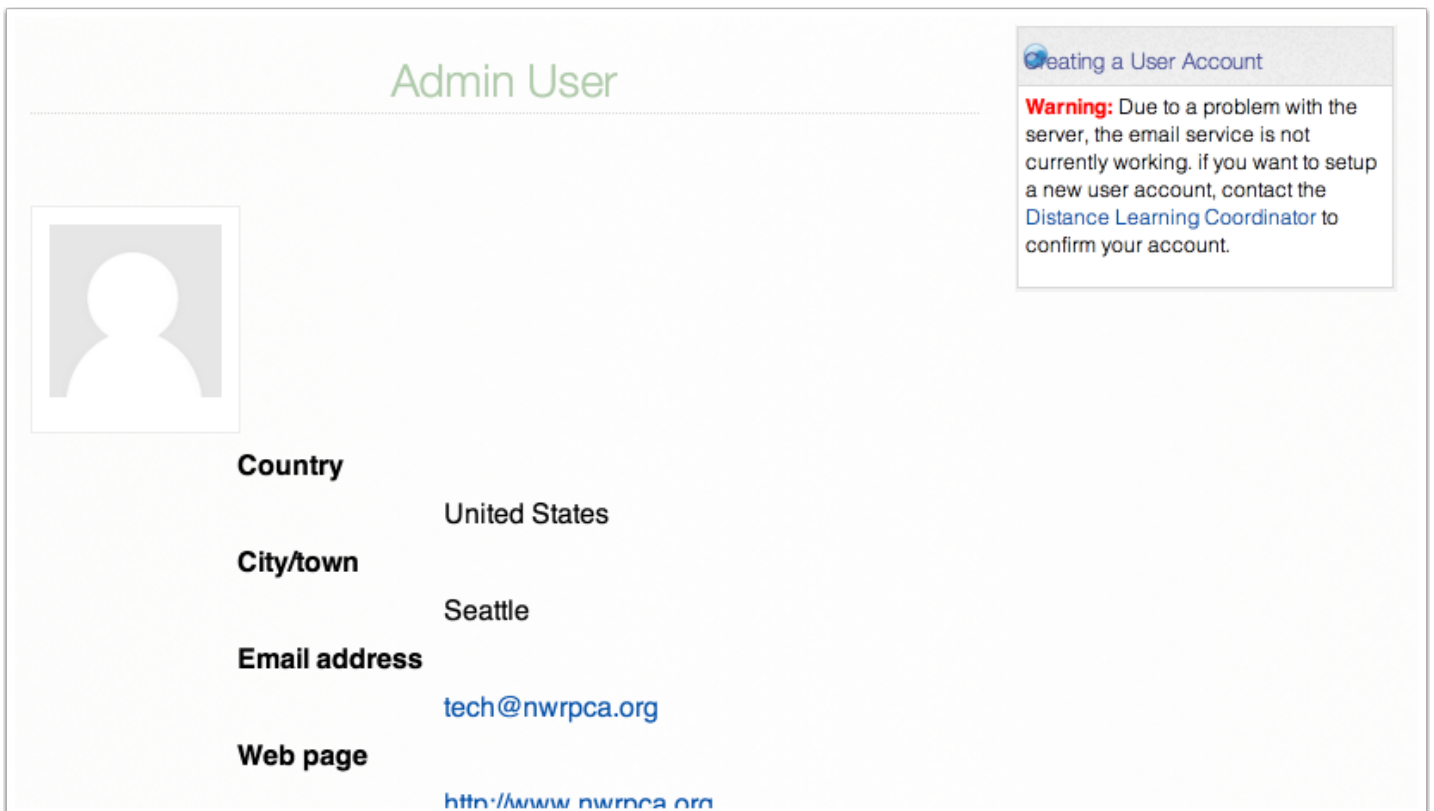
Step 2

Select 'Users', then 'Accounts', then 'Browse list of users'.



Step 3

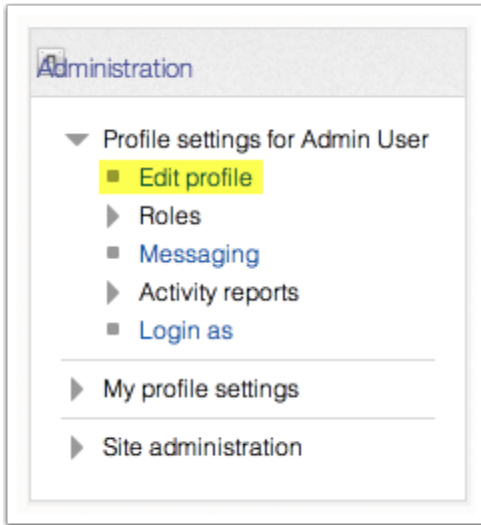
Find the user whose password you want to edit and select their name. You will be presented with a page like this.



A screenshot of the Moodle user profile page for 'Admin User'. The page displays the user's name 'Admin User' in green, a placeholder profile picture, and several fields: 'Country' (United States), 'City/town' (Seattle), 'Email address' (tech@nwrpca.org), and 'Web page' (http://www.nwrpca.org). A warning message is displayed in a box on the right side of the page, titled 'Creating a User Account'. The warning states: 'Warning: Due to a problem with the server, the email service is not currently working. If you want to setup a new user account, contact the Distance Learning Coordinator to confirm your account.'

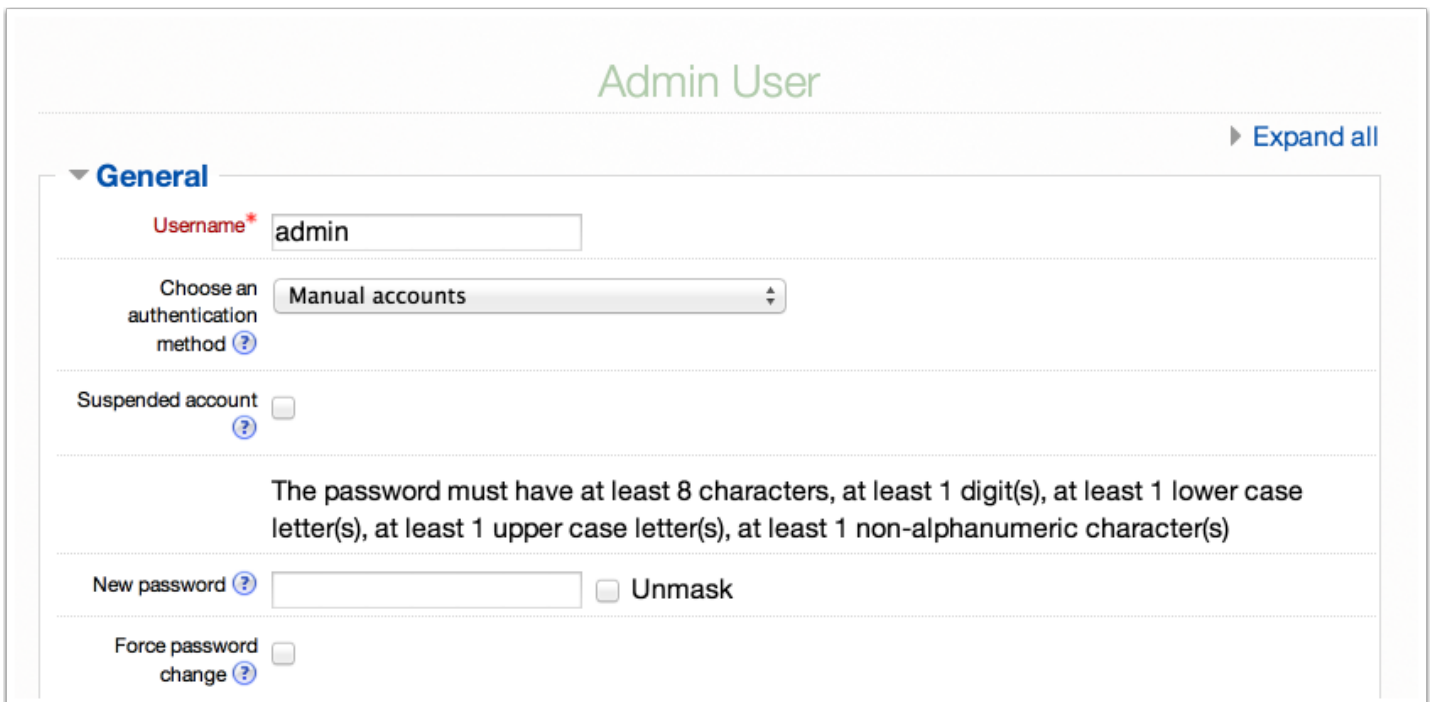
Step 4

Scroll down to the bottom of the page, and on the left side, select **Edit Profile**.



Step 5

Type in a new password under 'New Password'.

A screenshot of the Moodle user profile page for 'Admin User'. The page title is 'Admin User' in green. There is an 'Expand all' link in the top right. The 'General' section is expanded and contains the following fields:

- 'Username*' with the value 'admin' in a text input field.
- 'Choose an authentication method' with a dropdown menu set to 'Manual accounts'.
- 'Suspended account' with an unchecked checkbox.
- A password requirement message: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)'.
- 'New password' with an empty text input field and an unchecked 'Unmask' checkbox.
- 'Force password change' with an unchecked checkbox.

Step 6

Scroll to the bottom of the page and select **Update Profile**. Make sure to email the user with their new password!

▶ **User picture** _____
 ▶ **Interests** _____
 ▶ **Optional** _____

There are required fields in this form marked *.