


Reset User Passwords


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CDT

While you can reset user passwords, you cannot see any permanent passwords.

Instead, you can either send a system-generated email to the user's email address, or you can set a temporary password and provide it to the user.

Required Permissions: You must have the **Staff** permission enabled on your account to modify user accounts.

1. Log in to app.kidkare.com.
2. From the menu to the left, click **Administration**.
3. Click **User Permissions**. The User Permissions page opens to the Users tab by default.
4. Click  next to the user to edit.
5. In the **System Access** section, click **Click to Reset**.
 - If there is an email address saved to the user profile, an automated email containing instructions on resetting their password is sent to the user.
 - If there is no email saved to the user profile, enter a temporary password for the user. Then, click **Save (checkmark icon)**. You must provide the password to the user. It can only be used once, so the user must reset their password upon login.

System Access		⬆
User Role	Teacher	 Reset Permissions
Username	ttest935	
Password	Click to Reset	