## Web Tutorial: Change User Password

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## Change User Password

- On the User Profiles page, click the View/Modify link to modify the information of the User ID
- On the User Profiles: Modify page, replace the information in the Password and Re-type Password fields with a temporary password
- 3. Click **Submit** at the bottom of the page
- Contact the User whose password was edited and provide them the temporary password
- 5. Instruct user to change password

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