Resetting a User's Password
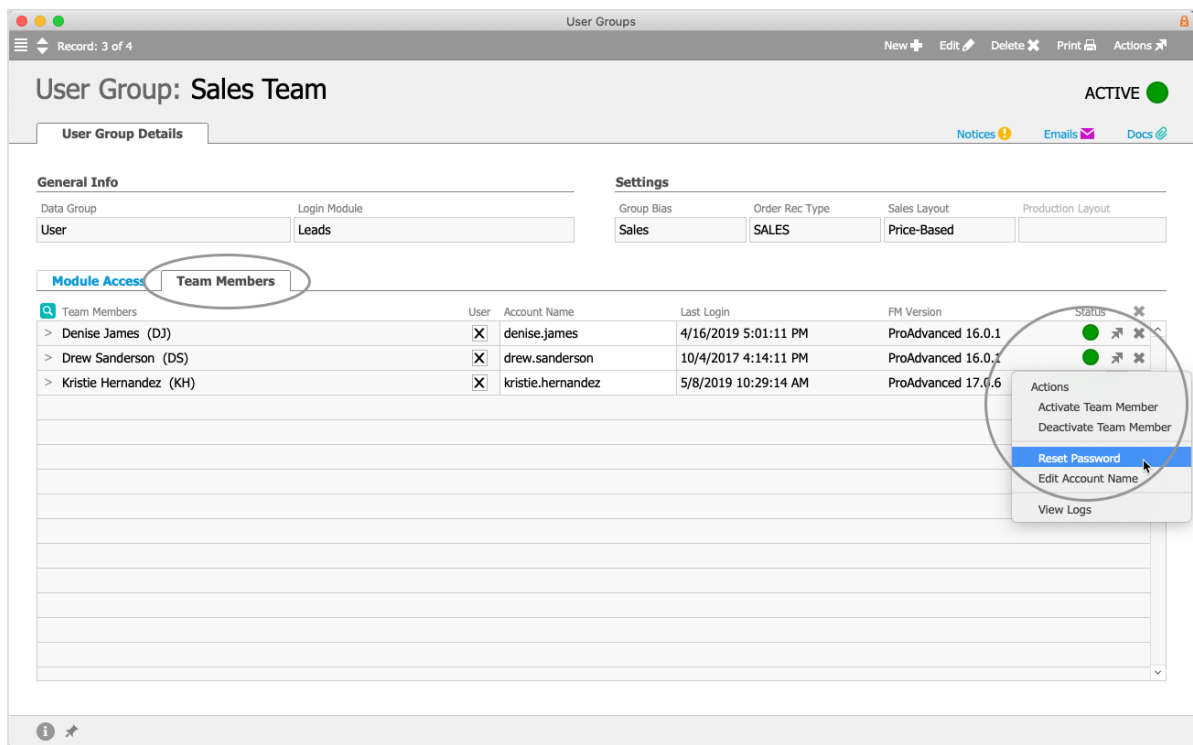
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System administrators can reset a user's password to the system default password :

1. Navigate to **Menu** > **System Admin** > **User Groups**.
2. In the Quick Search bar, search for the desired team member, then click the needed user group Name.
3. At the detail view, click the **Team Members** tab.
4. At the team member's line, click **Actions** (➚) > **Reset Password**.

5. At the confirmation dialog, click **Reset**.

aACE changes the user's password back to the system default. When this user logs in next, they must enter the default password and then aACE will prompt them to create a new password.