# PORTING INTERFACE

# MODIFYING USER PROFILES OR RESETTING PASSWORDS

Only your Company’s Administrator can modify user profiles or reset a password.

To modify user profiles or reset a password, complete the following steps:

1. From the **Home Page**, click on **Users**.



1. On the **User Management Home Page**, click the **User Name**.



1. From the Profile **Page**, you can make any changes or click the **Reset** link to **Reset a Password**. Once changes are complete, click Save.



The password may be any combination of alphanumeric characters and must be a minimum of 8 characters.