How to Change Password with a Temporary Password

Periodically you may want your users to change their password that allows them to enter the Member Tracking System. This is a great idea for security purposes.

1. From the Main Menu click Local/Station Settings

2. Click the Login Settings tab

3. In the center of the screen you will see "Temporary Password that will require user to change password:" fill in a Temporary Password of your choosing

4. Close the Local/Station Settings screen

5. From the Main Menu click the Users button

6. From the Find Login Name dropdown choose the user that you would like to have change their password

7. Click the Change Password button at the bottom

8. Click the Assign Temporary Password button at the bottom

9. At the "The Temporary Password has been assigned." message, click OK

10. Close the Users screen

11. Ask your user to enter the Member Tracking System with the Temporary Password that you have assigned in step 3 above

12. That user will receive a message "You must change to a different password now!

13. The user will click OK

14. The user will fill in a new password in both boxes and click OK

15. The user will receive a message "The password has been changed."

16. The user will click OK and will now be on the Main Menu