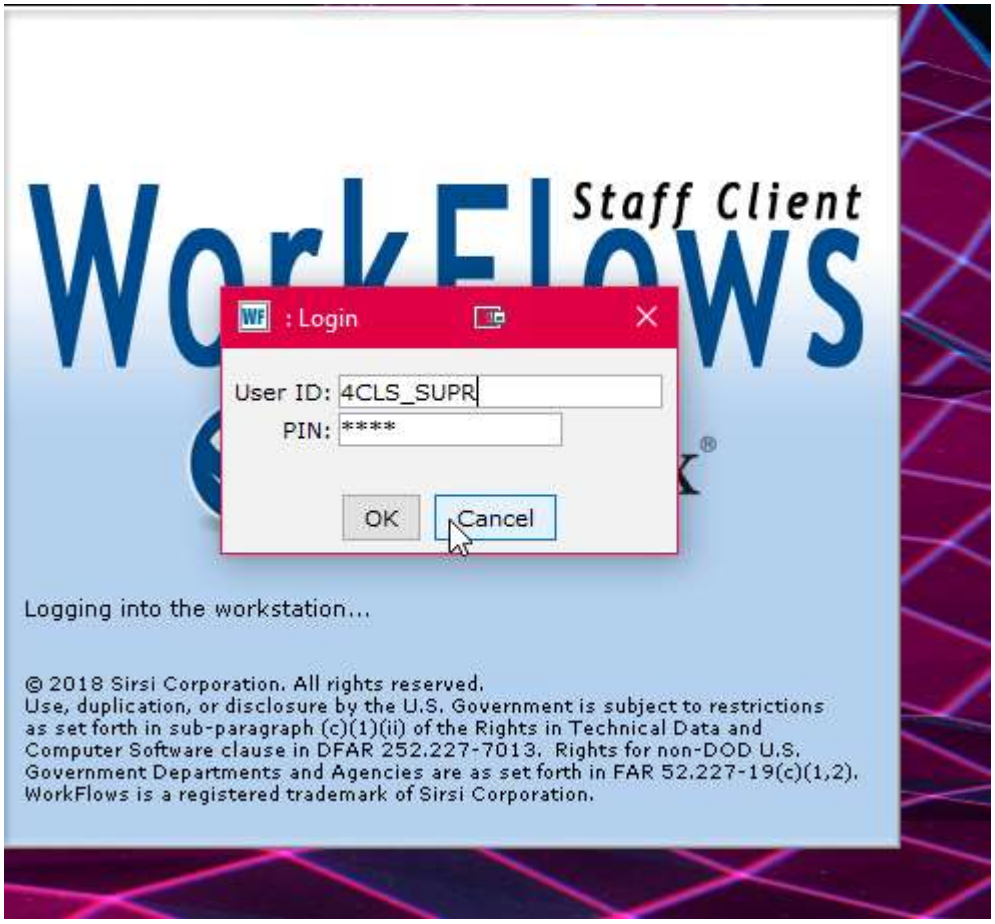
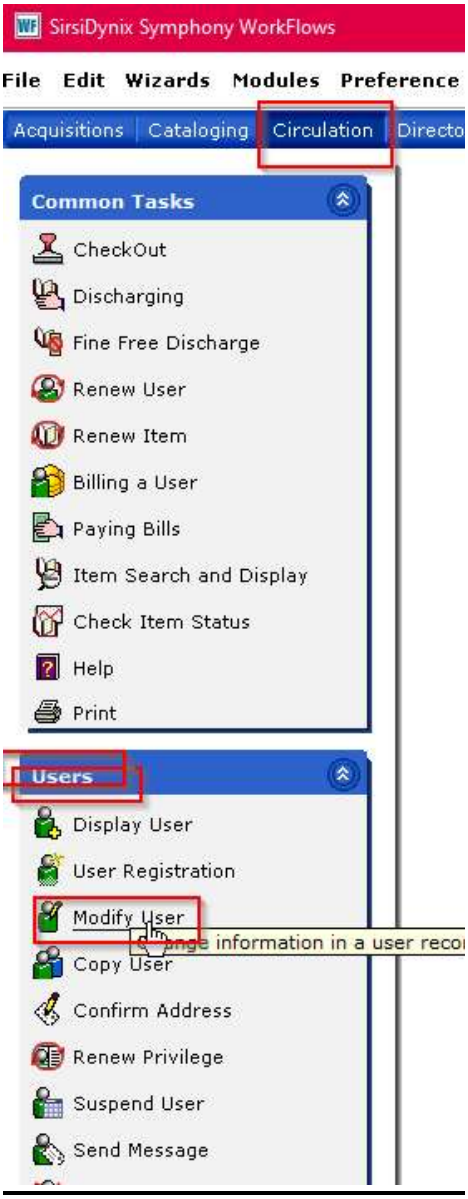
HOW TO RESET PASSWORDS ON WORKFLOWS

For supervisors and directors ONLY

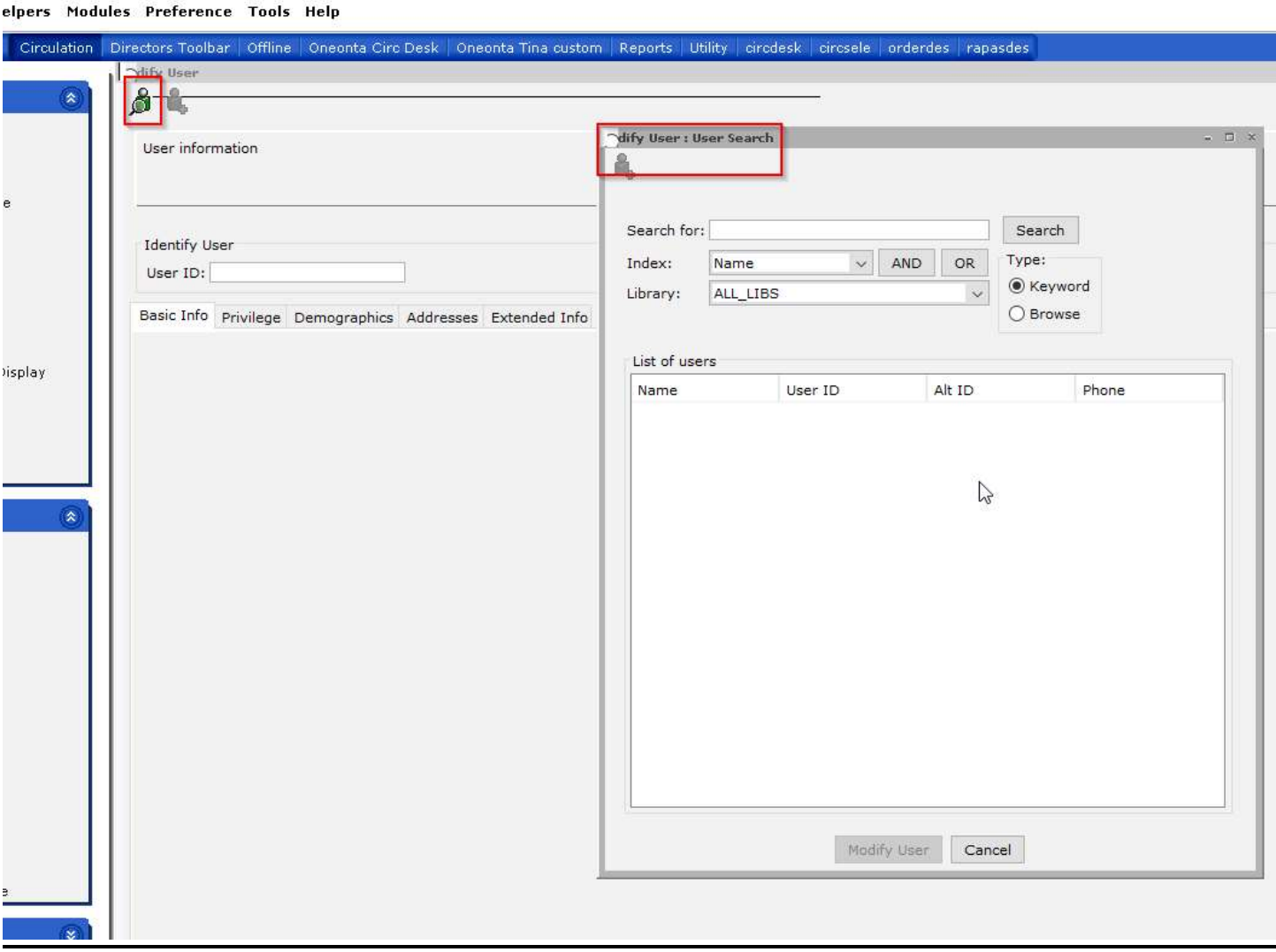
1) Login as the Supervisor account



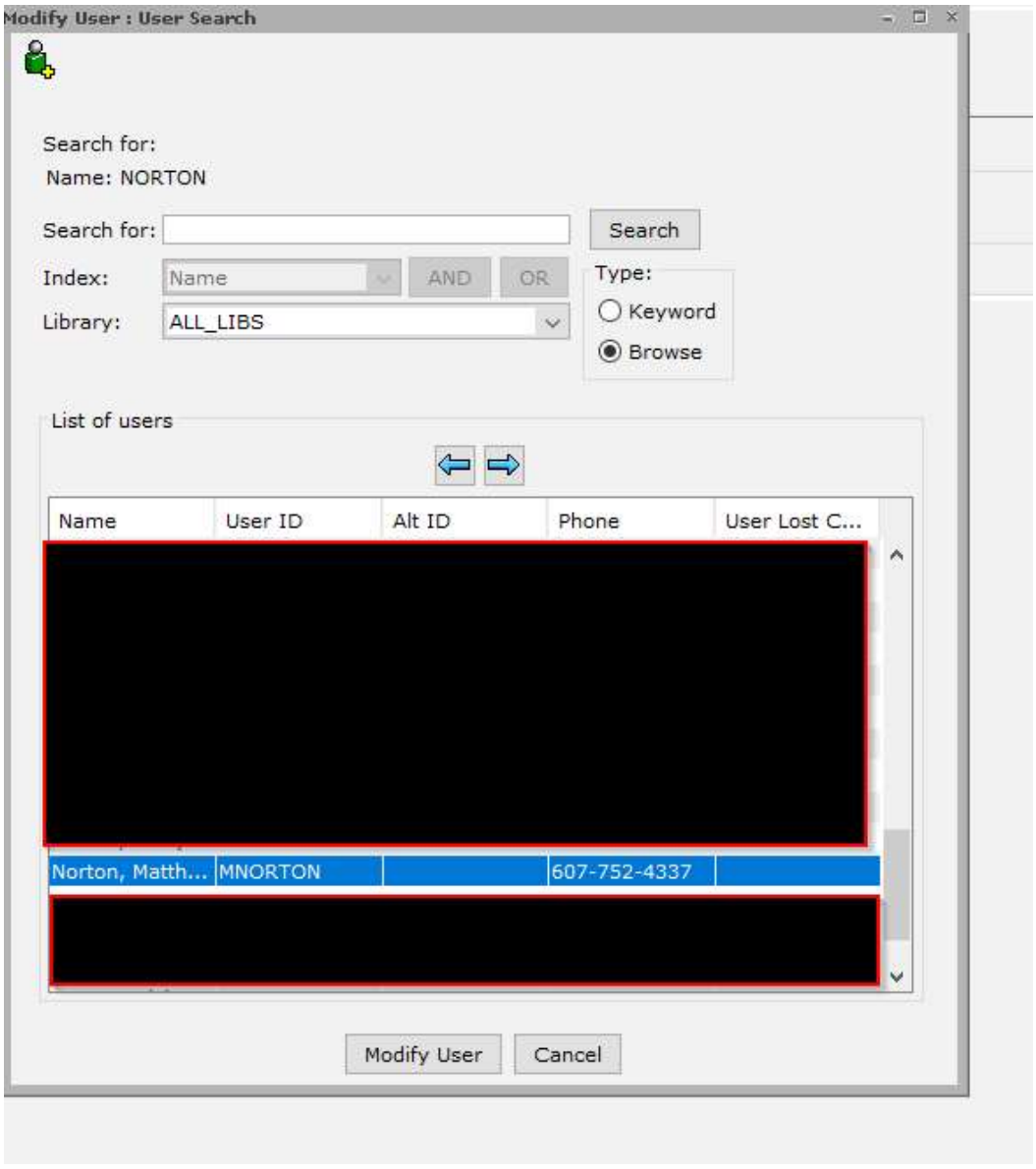
2) Select Circulation, Users, and Modify users. If you cannot find this on the tool bar, you will need to look for these settings in the ALL WIZZARDS module.



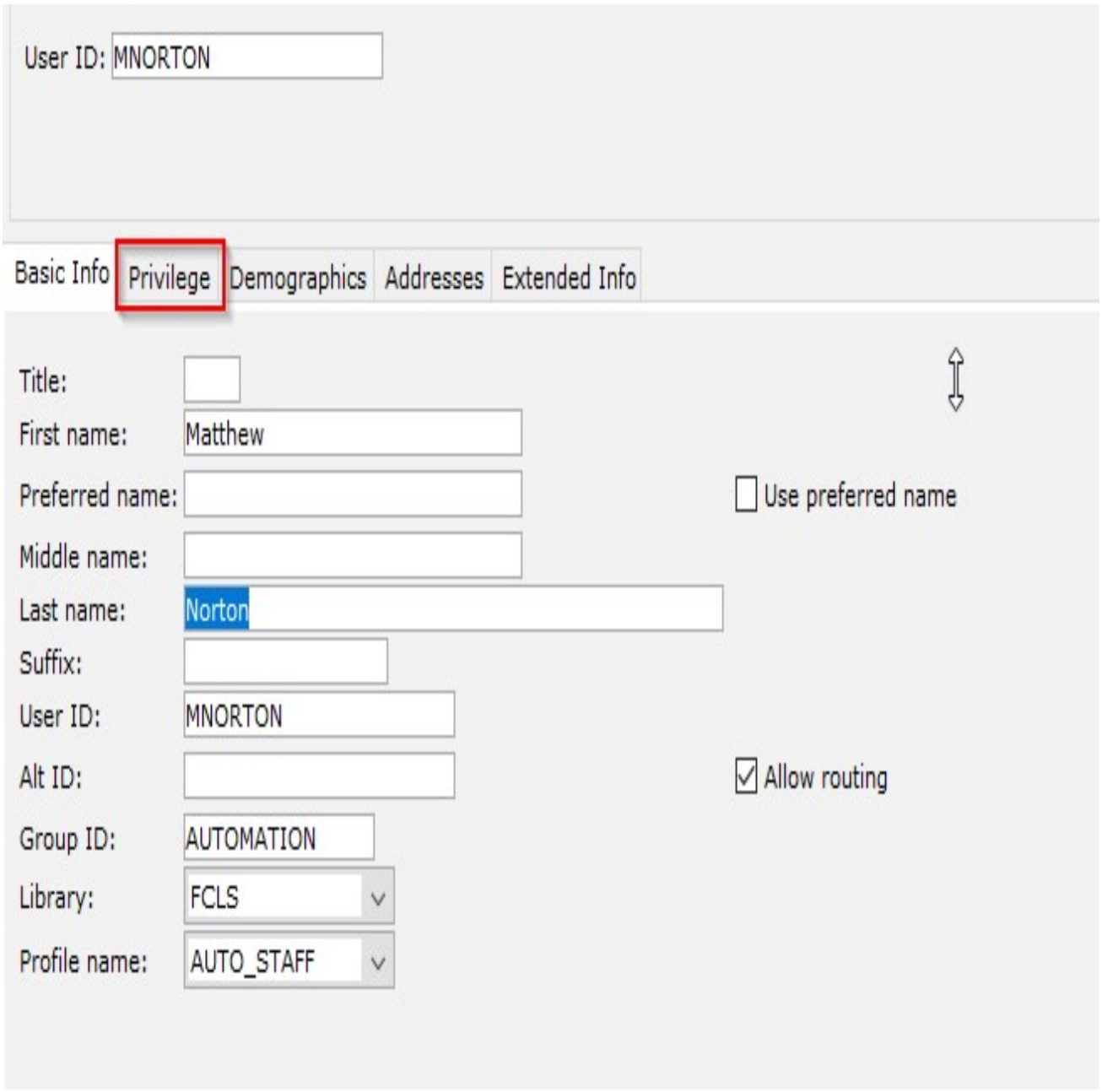
3) Select modify user search and put in the user



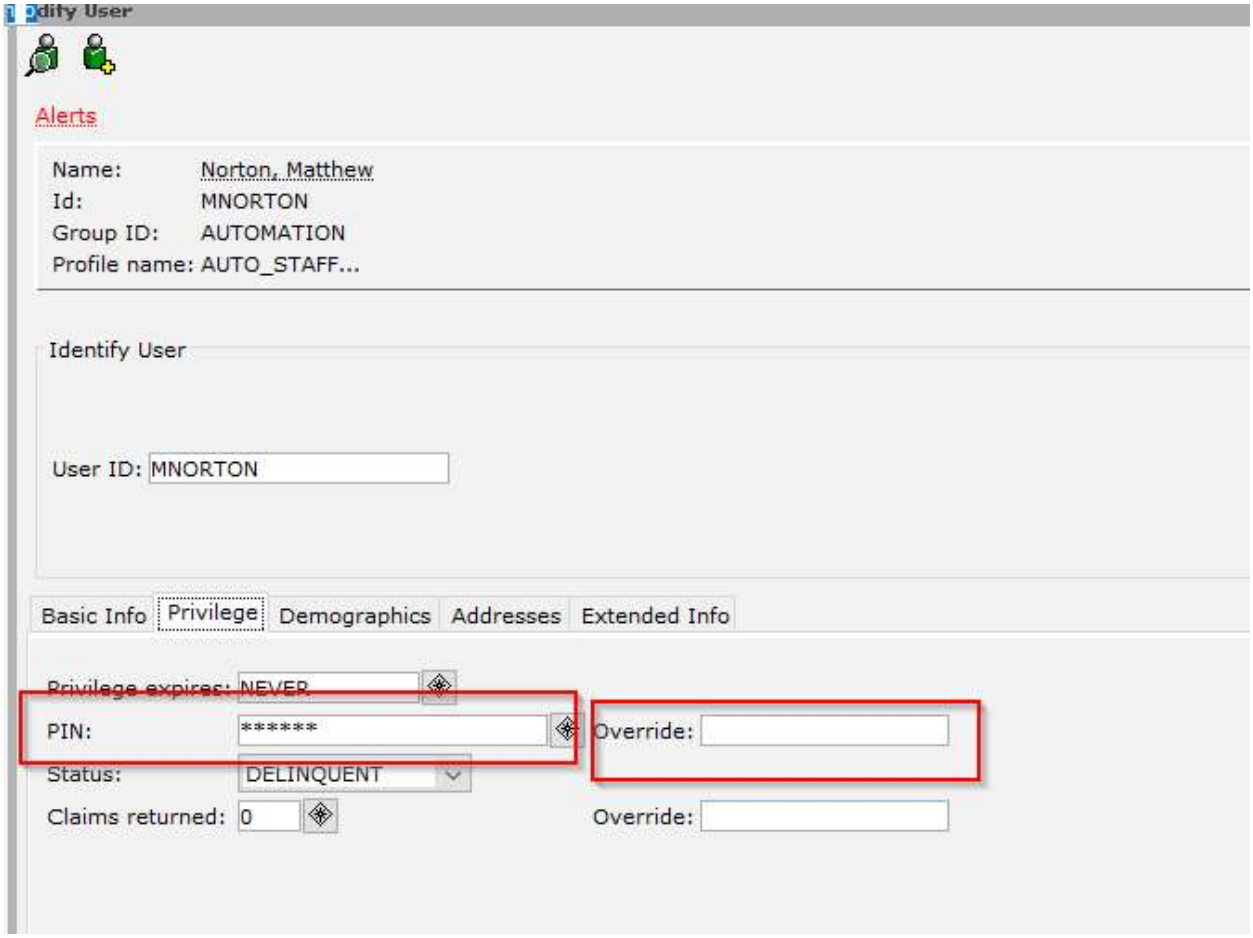
4) Select the user

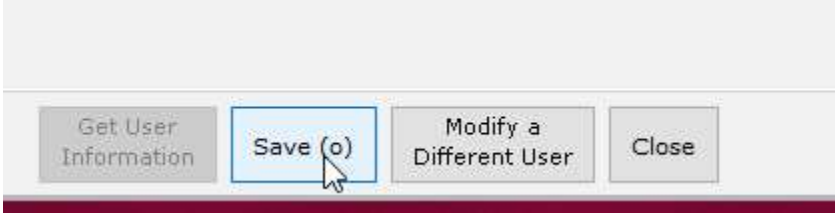


5) Select Privilege

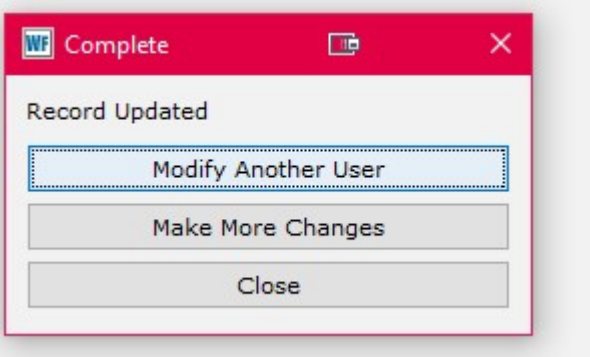

User ID: MNORTON
Basic Info
Privilege
Demographics
Addresses
Extended Info
Title:
First name: Matthew
Preferred name:
Use preferred name
Middle name:
Last name: Norton
Suffix:
User ID: MNORTON
Alt ID:
Allow routing
Group ID: AUTOMATION
Library: FCLS
Profile name: AUTO_STAFF

6) Under the privilege tab under pin you will want to change your pin to reset it. After you put in the new pin, you will want to put in your override code. The override code should have been given to you by the previous director otherwise please call automation to reset it. Then select Save at the bottom





7) Upon success, you should see a complete popup with the options below.



If you need modify another user, select the top option, otherwise select close and restart workflows after 3 to 4 minutes.

8) LAST STEP: have the user login.

