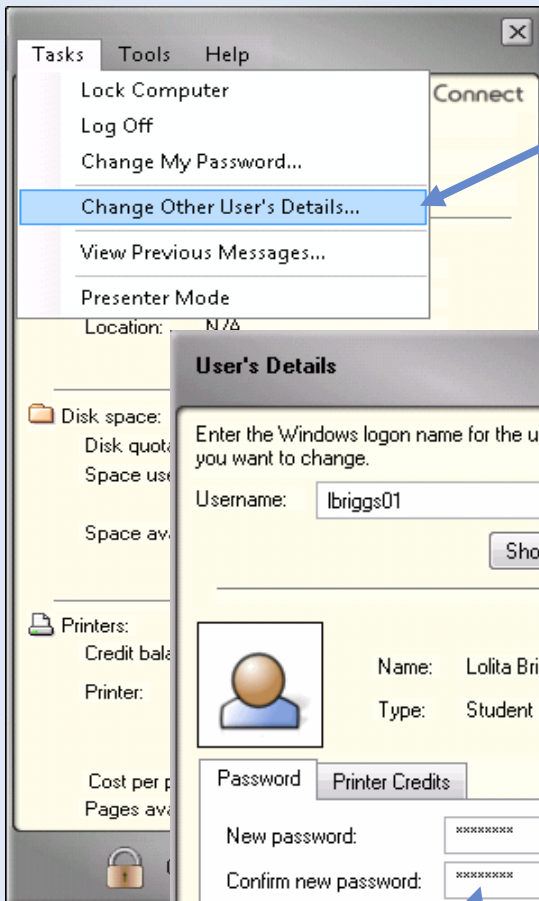
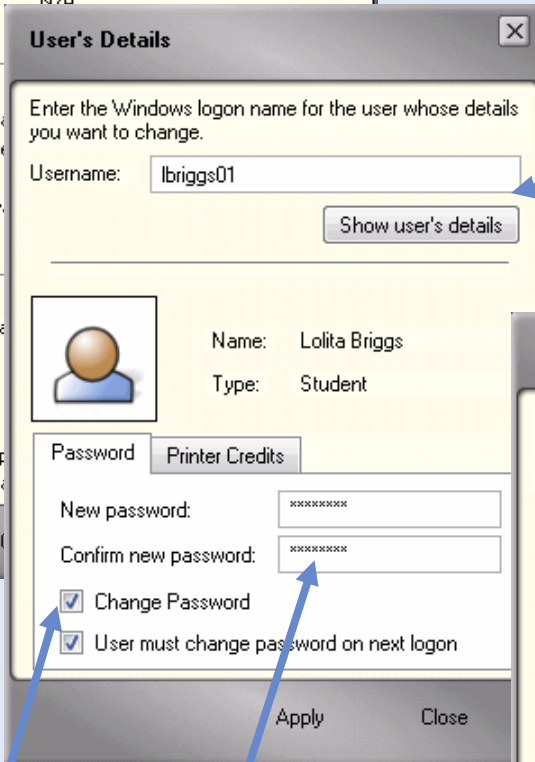


Using My Connect to change a user's password and printer credits



1 You must be logged on as a Teacher user. From the **Tasks** menu on My Connect, choose **Change Other User's Details**.

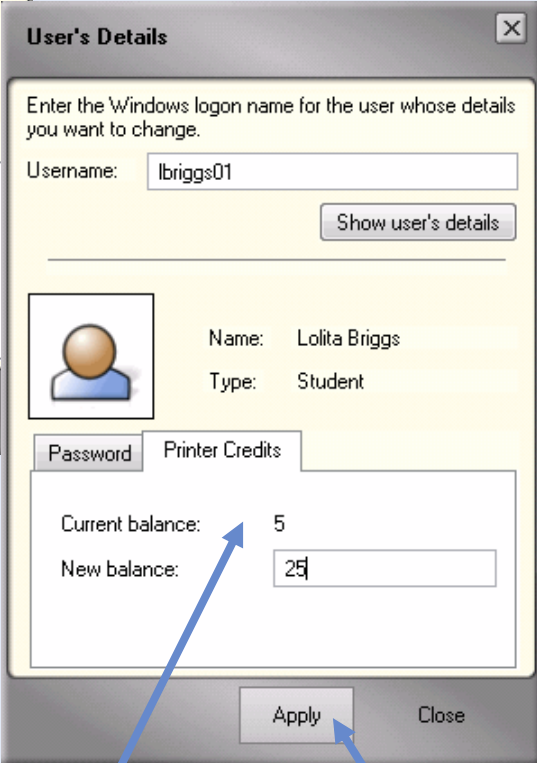
If your Tasks menu doesn't show **Change Other User's Details**, ask your network manager to assign you the **Password Manager** system role (and **Printer Credits Manager** too, if you need it).



2 Type in the user's username and click **Show user's details**.

3 Click the **Change Password** box.

4 Carefully enter the new password twice. To keep the user's new password secret, you can use a temporary password, and then tick the **User must change password on next logon** box.



5 To update a user's printer credits (if used), click the **Printer Credits** tab and type in the updated balance.

6 Click **Apply** to save changes.

If there are a lot of passwords to change, it may be more convenient to do this using the RM Management Console. Ask your network manager for advice.