



## How to reset a Learner's password

**Step 1** – Click on the “Learner” tab.

**Step 2** – Search the first or last name of the learner, and click filter.

Home / Learner Logout

Welcome, Admin Team (MA)

Search  Assessor

Clear Filter Advanced Search...

Course Filter :

Course

Status  Awaiting Induction  In Training  IQA Approved  
 Completed  Training Suspended  Early Leaver  
 Certificated  Transferred  Show only archived users

Employer  Grouping

1

1 Records Found

Forename	Surname *	Reports	Company	Learner created date	Last Attended	Last Comment
Danny	Taylor		Smart Assessor	07/08/2013	01/07/2015	

Legend:

**Step 3** – Click on either the first or last name of the learner.

