

OVERVIEW

Smart Assessor provides the opportunity for Assessors to reset their Learners password if required.

PREPARATION

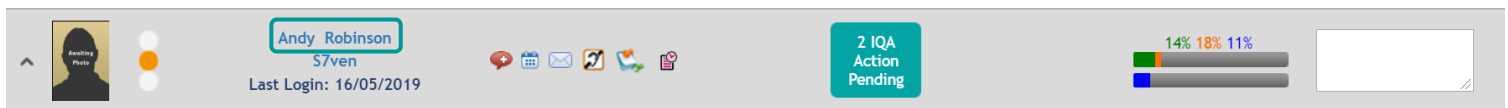
Ensure Learners email address is correct. Notify Learners to also check in spam and junk folders if password reset doesn't reach their mailbox.

USER RESTRICTIONS

Master Admin & Assessor-only.

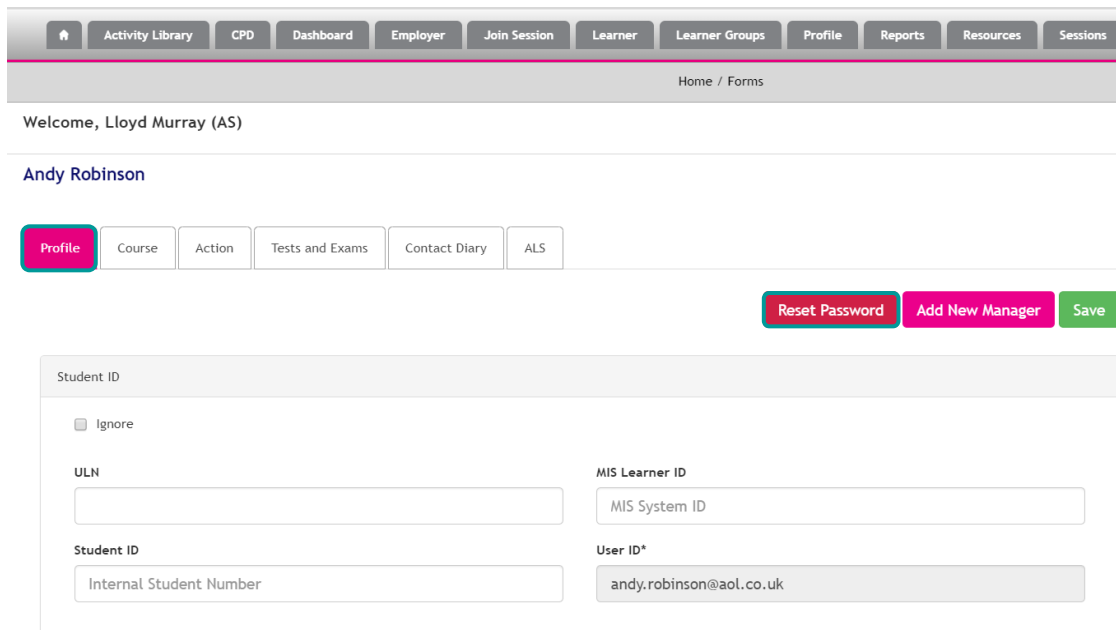
DETAILS

1. Click onto the learner name, which will navigate to the Learners Profile page.



The header shows a user profile for Andy Robinson (S7ven) with a last login of 16/05/2019. It includes a '2 IQA Action Pending' notification, a progress bar with 14%, 18%, and 11% segments, and a small empty box on the right.

2. Within the profile tab select reset password, which will automatically email the learner a link to reset the password.



The screenshot shows the 'Profile' tab selected in the navigation menu. The page displays the name 'Andy Robinson' and a 'Reset Password' button. Below this is a form with the following fields:

- Student ID**: Ignore
- ULN**:
- MIS Learner ID**:
- Student ID**:
- User ID***: