# Job Tracker Professional
## Changing and Resetting Paswords

**JOB**TRACKER
PROFESSIONAL

## Reset/change Password for Job Tracker Professional

If a user's password needs to be changed or reset, this can be actioned by anyone on your team with administration rights in Job Tracker.

- Click on Control Panel.

- Select the Security / Users tab.

- Click Manage Users.

- Double Click the relevant name from the list.
    The User Name should then be displayed.in the middle section

- Enter the chosen password in the Password Field.

- Retype the password in the confirm password Field.

- Click Save User.

- Click Exit.

The user will be prompted for the new password the next time they sign in.



sherwin
BUSINESS SYSTEMS LTD