

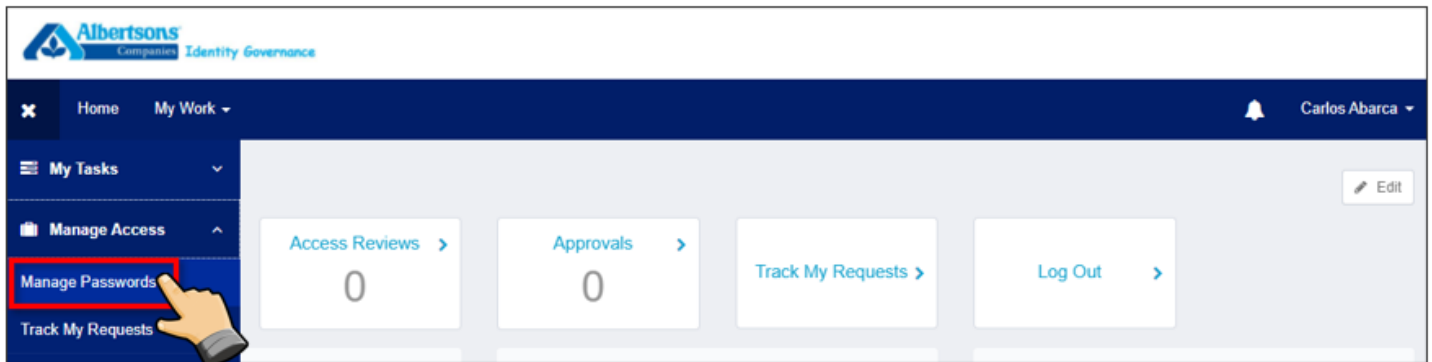
[For Managers only] Resetting Another User's Password

Managers will be able to change passwords for users' personal accounts who report under them.

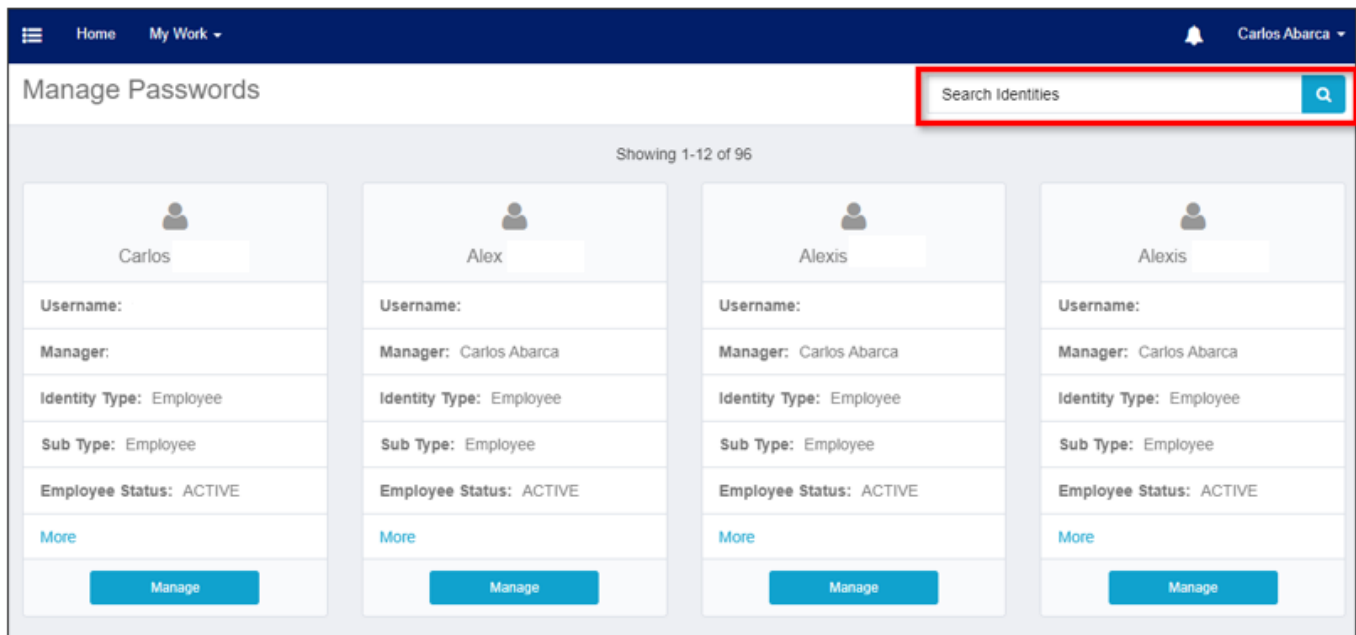
Store Management (c90/c92 Users) will also have the capability to change the password for other C Accounts using their accounts.

Resetting Personal Accounts

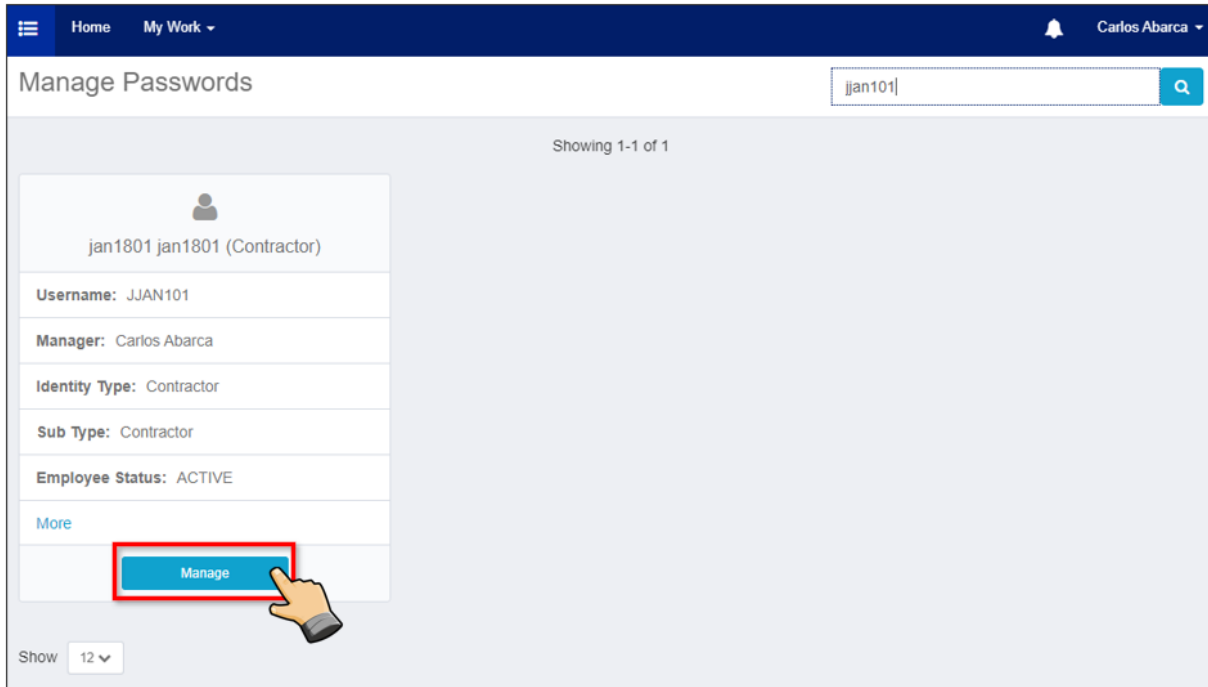
1. From the **Identity Governance Home Screen**, click the hamburger menu button, click **Manage Access**, then select **Manage Passwords**.



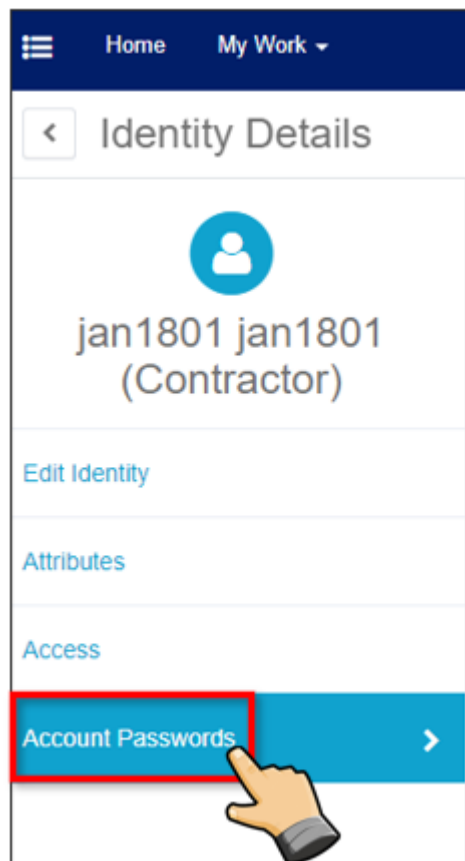
2. On the Manage Password screen, locate the user who needs the password reset. You can filter the account list by searching for the LDAP/Employee number on the **Search Identities** field.



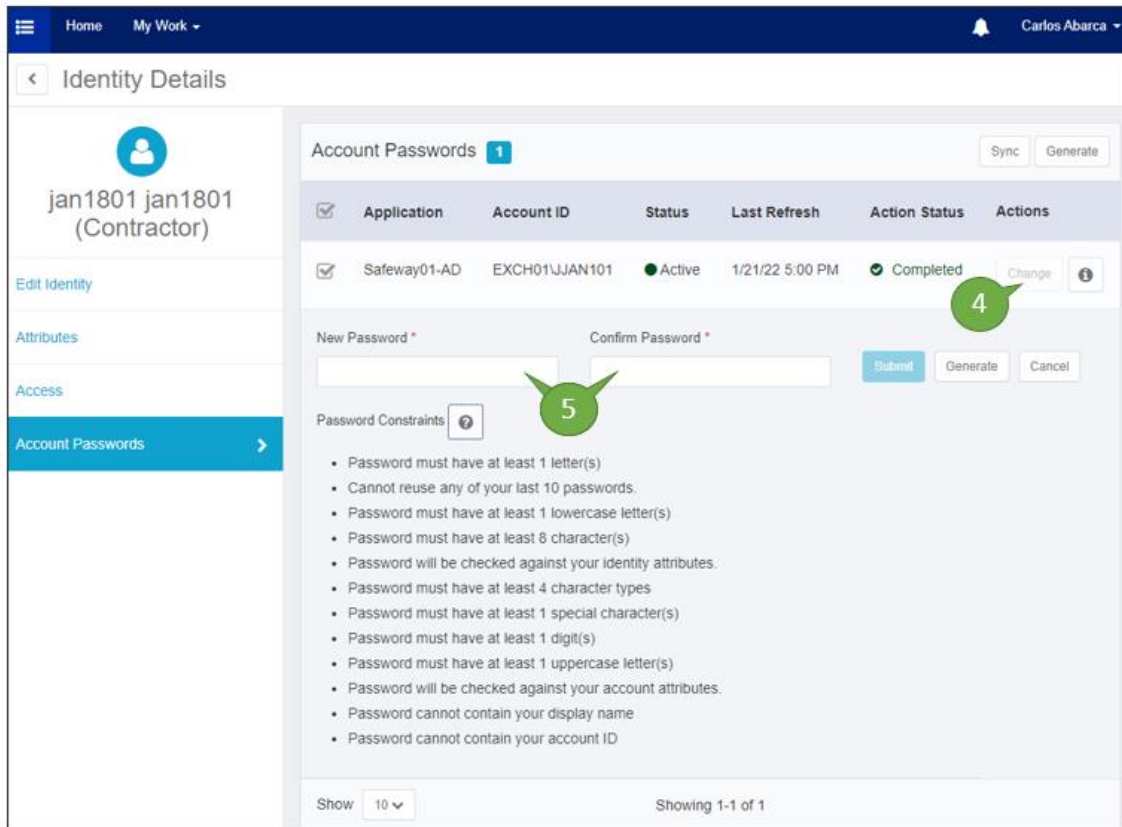
Click the Manage button on the account once found.



3. Click the Manage Passwords tab.



- From the Account Passwords Screen, **put a check mark** on the account then click the **Change** button on the account you wish to update (**Safeway01-AD** for LDAP/**Employee Number** or **RACF** for **Bluezone/Mainframe** accounts).
- Enter your new password in the **New Password** and **Confirm Password** fields, then click **Submit**.
Note: You can click the ? icon to see the Password Constraints.



- Once Successful, **Account Action Status** will show that it's **Completed**.

