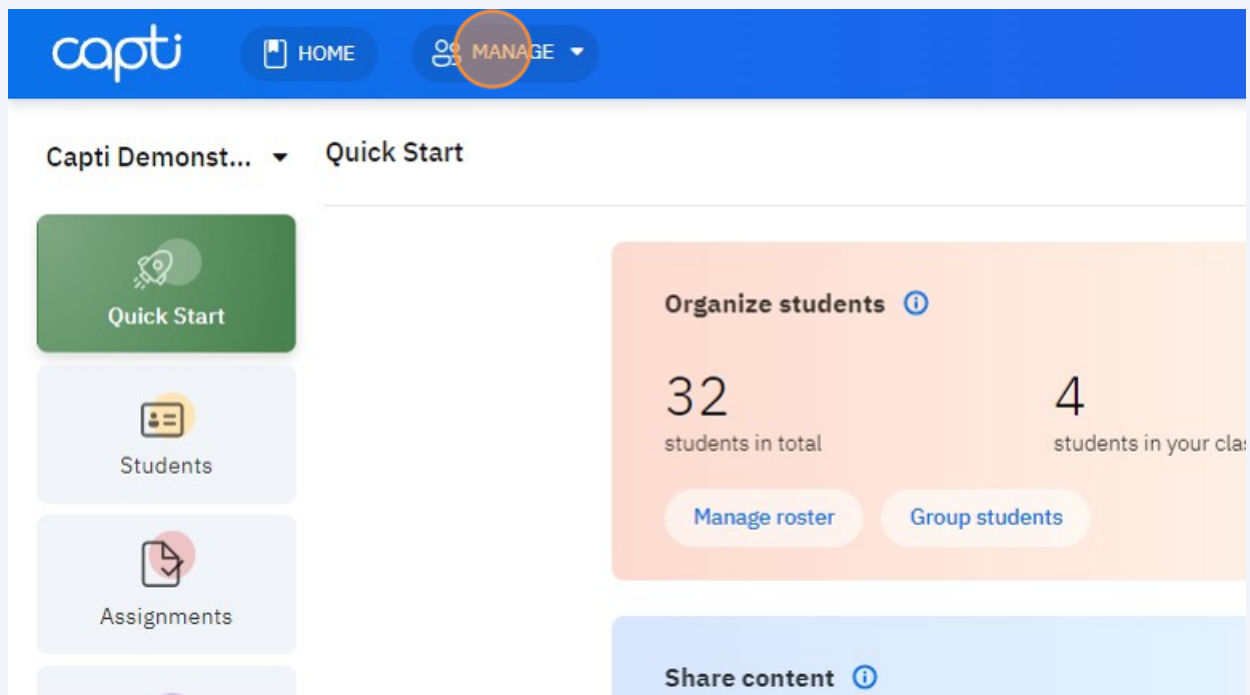


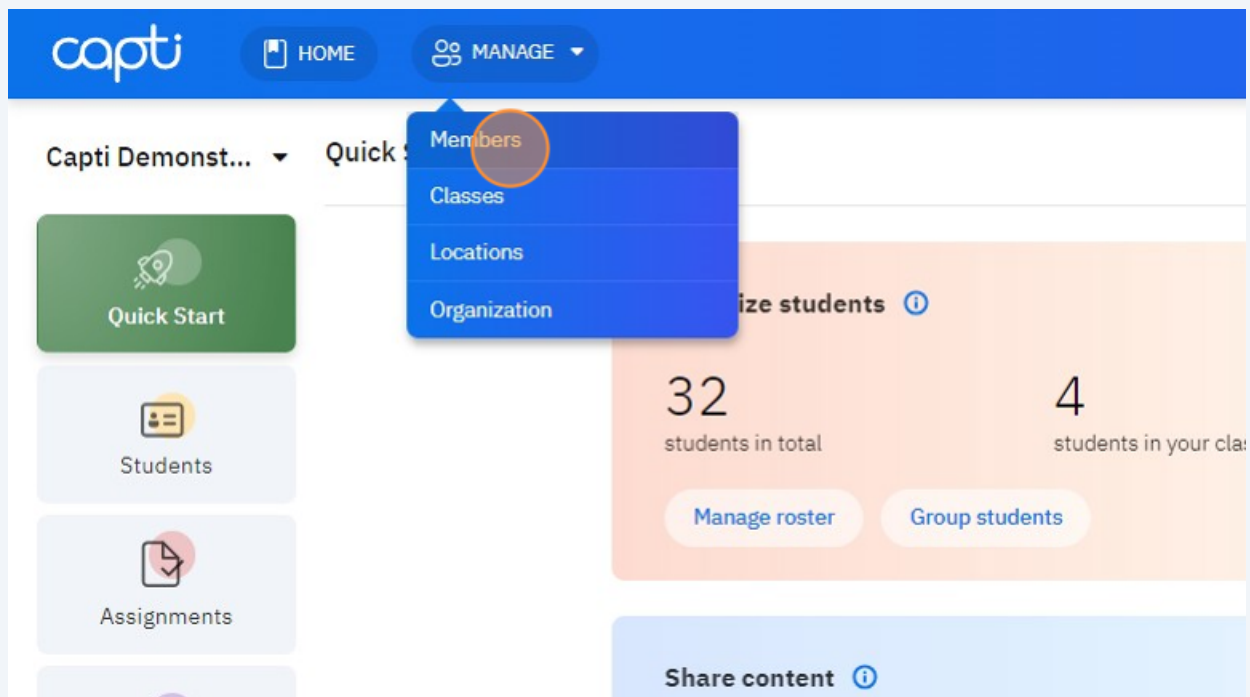
How to change a student's password

This short guide explains how to change a student password if they are having trouble logging in.

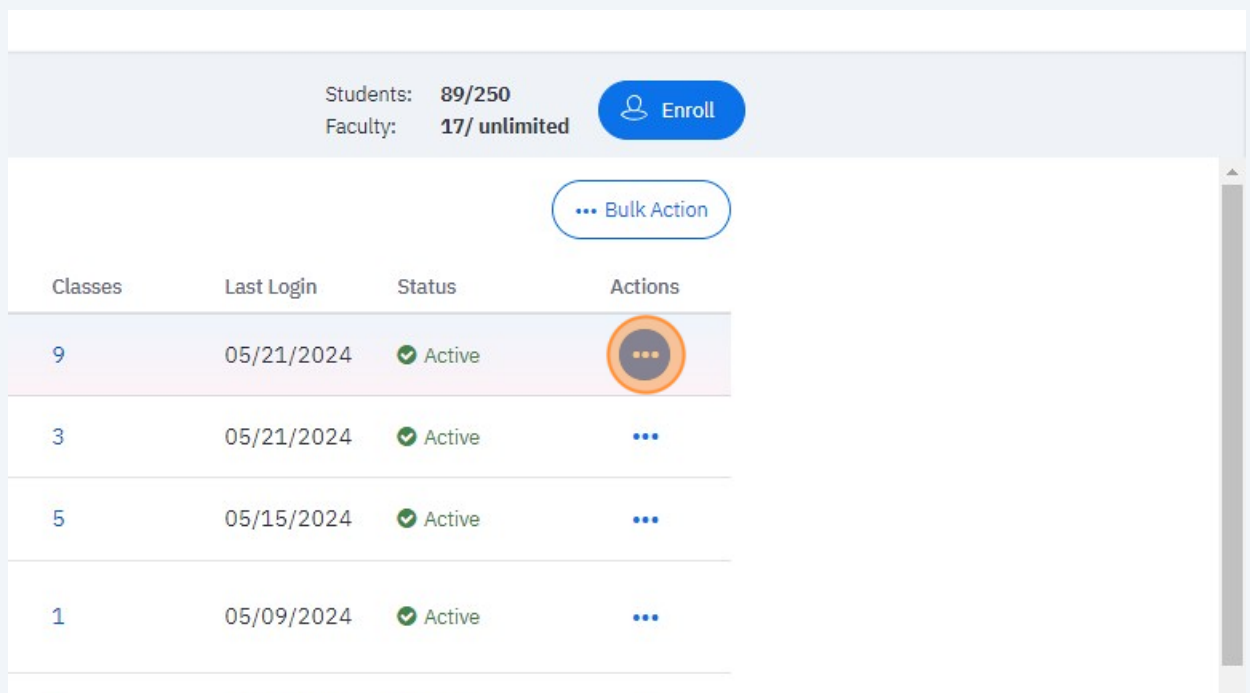
- 1 When you are logged into a Capti faculty account. Click "MANAGE"



2 Click "Members"



3 Find the student you wish to change the password for and click "..." at the right side of the screen. This will bring up the more options dropdown.



4 Click "Change Password..."

Classes	Last Login	Status	Actions
9	05/21/2024	✓ Active	⋮
3	05/21/2024	✓ Active	⋮
5	05/15/2024	✓ Active	⋮
1	05/09/2024	✓ Active	⋮
2	03/26/2024	✓ Active	⋮
5	04/05/2024	✓ Active	⋮
4	03/04/2024	✓ Active	⋮

- Member Details...
- Classes Enrollment...
- Location Enrollment...
- Reset Password...
- Change Password...**
- Send email...
- Remove from Location...
- Remove from organization...

5 Enter the desired password and click 'Change'

Change Password

Please choose a new password for Allen, Amanda :

Password

Confirm P...

Change

captivoice.com			05/21/2024	✓ Active
captivoice.com			05/15/2024	✓ Active
voice.com			05/09/2024	✓ Active
n			03/26/2024	✓ Active
captivoice.com			04/05/2024	✓ Active
@captivoice.com	Capti Demonstration	4	03/04/2024	✓ Active
ivoice.com	Capti Demonstration	2	08/03/2022	✓ Active
om	Capti Demonstration	0	03/20/2024	✓ Active



Tip! Setting a simple password like 123 helps students and teachers remember logins! Capti passwords do not need to be strict for students.