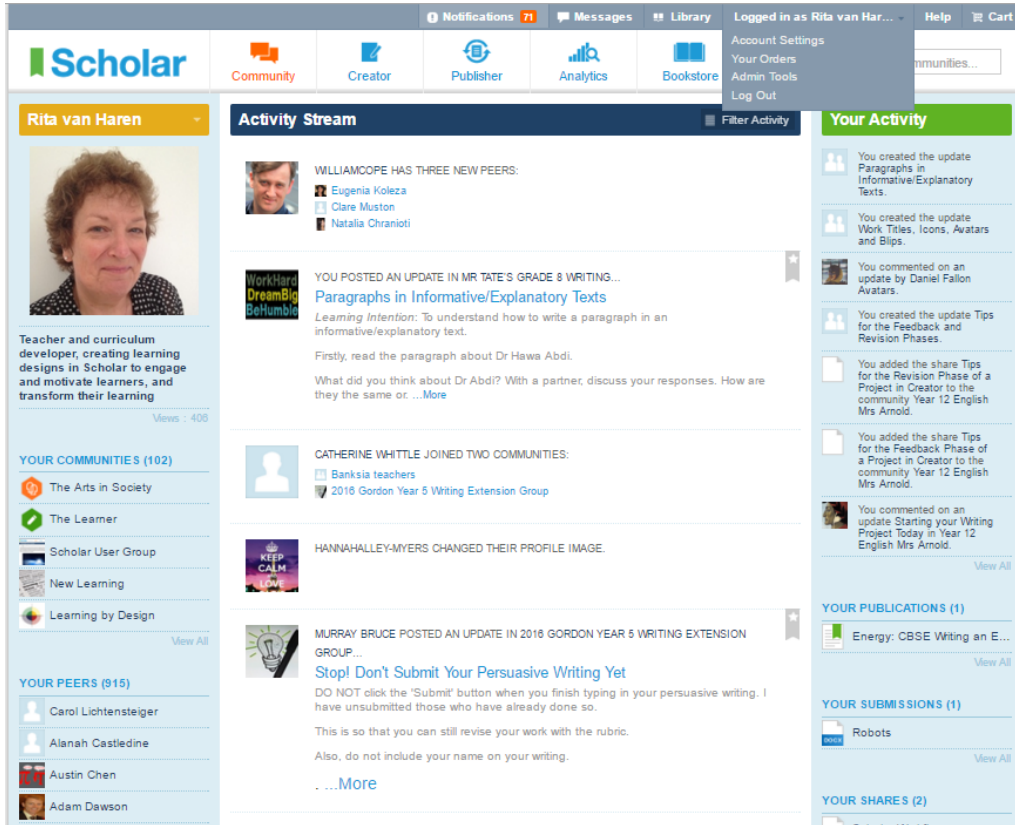
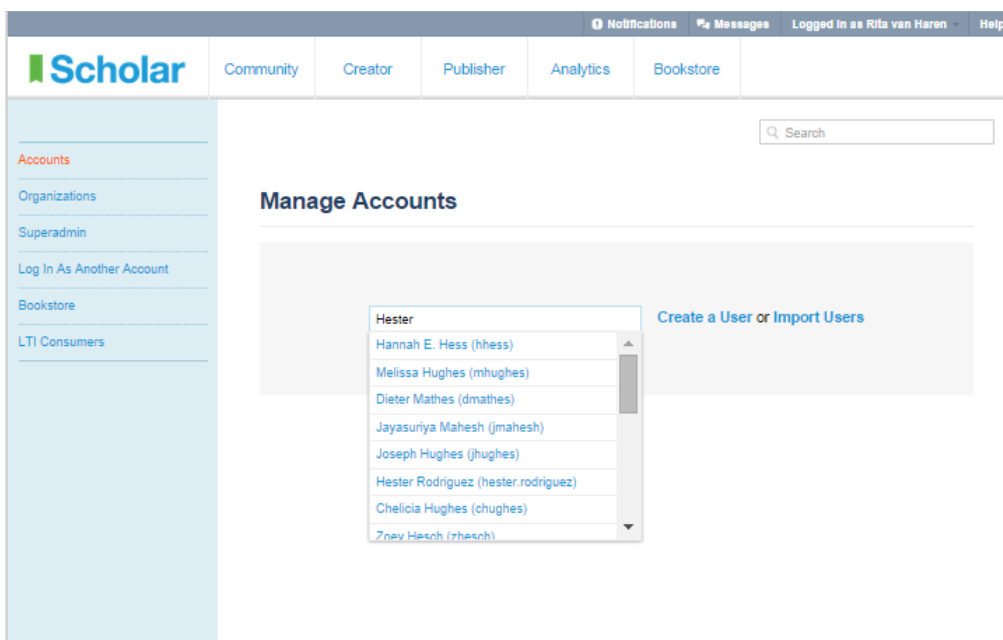


# Setting up and Managing Accounts

## 6.3 Changing Logins and Passwords



6.3.1: To change a log in or password, hover over your name where it says “Logged in as....” in the top right of the screen. Select “Admin Tools” in the pull down menu.



6.3.2: In the “Admin Tools”, select “Manage Accounts”. Type in the name. Then select it when it appears in the menu.

Notifications
Messages
Logged in as Rita van Haran
Help

Scholar
Community
Creator
Publisher
Analytics
Bookstore

[Accounts](#)  
[Organizations](#)  
[Superadmin](#)  
[Log In As Another Account](#)  
[Bookstore](#)  
[LTI Consumers](#)

## Hester Rodriguez: Edit Details

**ABOUT**

Courtesy Title   
 First Name   
 Last Name   
 Middle Name/Initial   
 Suffix   
 Student Identifier   
 Email   
 Birth Date     
 Time Zone

**ORGANIZATIONS/ROLES**

[or Create an Organization](#)

Organization	Role	Seat
Scholar Middle School	Student	Default License for Scholar Middle School

[Remove All Organizations](#)

Permissions  This user has access to Publisher.

**USERNAME/PASSWORD**

Username   
 Password

This field will overwrite the current password.  
 8+ characters, at least one letter and number, no spaces.

[Send this user an email to reset their password.](#)

[or Continue Without Saving](#)

**6.3.3:** Change a log in and/or password under Username/Password. Then save the changes.

**6.3.4:** Where students do not have individual email addresses, see **6.1.5: Creating Student Accounts in Admin Tools.**