

# How eNCPT Admins Can Change User Passwords

1. Visit [www.ncpro.org](http://www.ncpro.org) and click on the Login button in the upper right corner.



(Use the most up-to-date version of Google Chrome for the best results)

2. Log in with your Administrative username and password and click "Sign In."

**Welcome Back!**

As a registered member of this portal simply enter your eatright.org credentials below and click "Sign In"

## Sign In

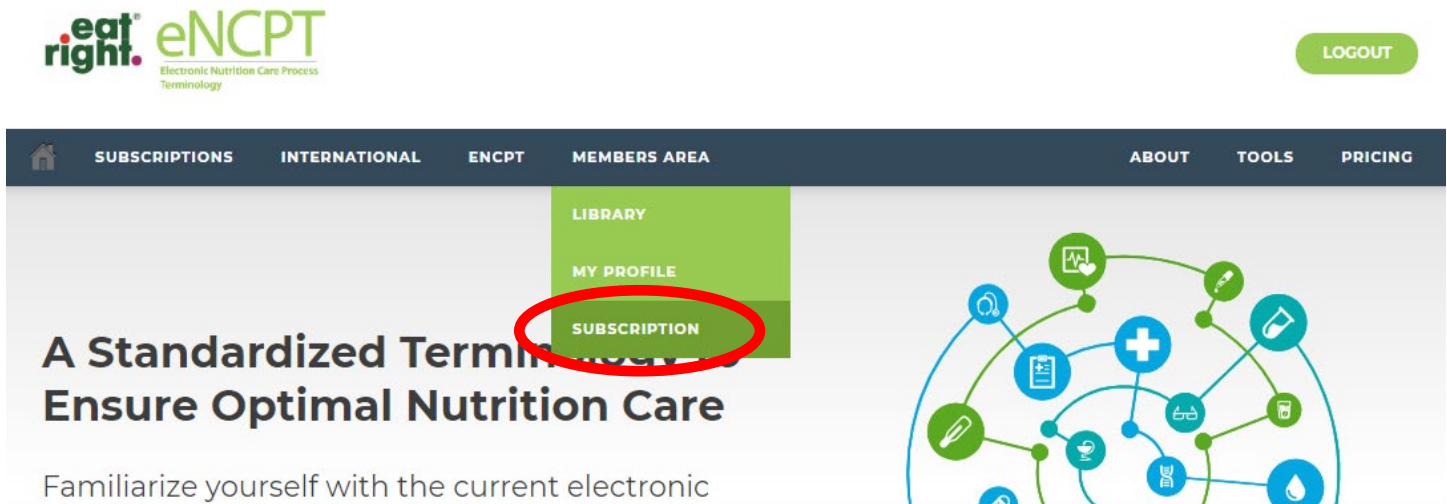
Username

Password

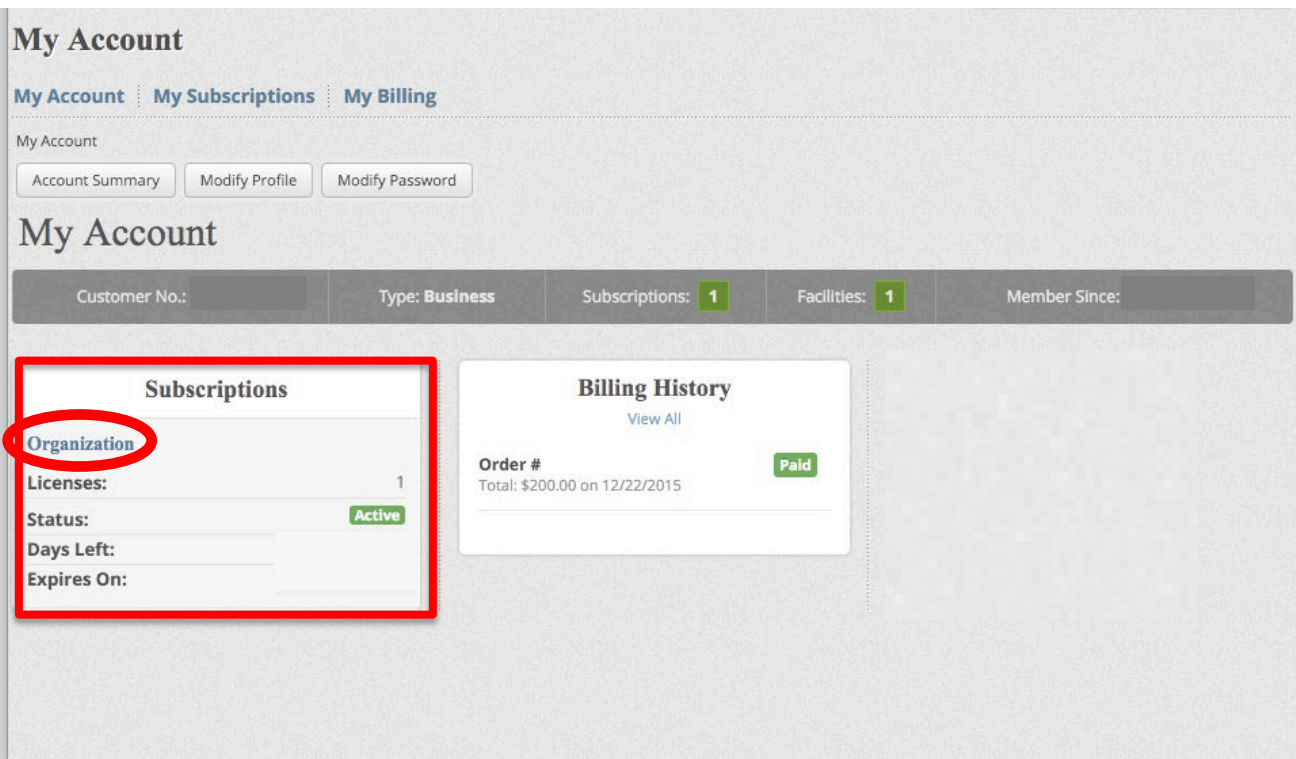
☐ Remember me on this computer until I log out.

[SIGN IN](#) [RESET PASSWORD](#)

### 3. Scroll over “Members Area” and click “Subscription”



### 4. Within the “Subscriptions” box, click your subscription type (either “Organization” or “Educator”).



5. Click “Users” to view the list of users on the account.

The screenshot shows the 'My Subscriptions' page with the 'Organization Plan' selected. The 'Users: 1' link is circled in red. The page includes a search bar, navigation tabs for 'My Account', 'My Subscriptions', and 'My Billing', and a 'Billing History - 1 Item' table. The 'Account Standing' section shows 'Days Left: 375 days' and 'Subscriber Since: Dec 22, 2015'. The 'Subscription SSO' section has a 'Manage SSO' link.

My Subscriptions

My Account | My Subscriptions | My Billing

My Account / Subscription: Organization Plan

Account Summary | Subscription Details

Organization Plan

Customer No.: | Subscription Plan: Organization | Status: Active | Users: 1 | Business Licenses: 1 | Expires On:

Billing History - 1 Item

+ Add Filter

Page 1 of 1 | Records per page: 100 | Displaying 1 to 1 of 1 items.

ID	Licenses	Price	Order Total	Total Paid	Status	Order Date

Account Standing

Get a Quote

Days Left: 375 days

Subscriber Since: Dec 22, 2015

Subscription SSO

Manage SSO

6. From the list of users, click the user for whom you wish to change the password.

The screenshot shows the 'Users - 1 Item' table. The table has columns for First Name, Last Name, E-mail, Facility, and User Role. The first row is highlighted with a red border.

Users - 1 Item

+ Add Filter

Page 1 of 1 | Records per page: 100 | Displaying 1 to 1 of 1 items.

First Name	Last Name	E-mail	Facility	User Role
Mark			Main Facility	Billing

**8. You have the ability to change any of the following:**

- **First Name**
- **Last Name**
- **Designated Facility**
- **Email (Username)**
- **Password**

**After making necessary changes, click “Save.” Communicate the changes you made to the appropriate individuals.**

Customer No.:

Subscription Plan: **Organization**

Status: **Active**

Users: **1**

Business Licenses: **1**

Expires On:

This user is currently setup as the billing user (primary contact) for this account. You cannot delete this user. If you would like to modify who the billing user is for this account, please click on "Modify Profile" button above.

**User Profile**

\* First Name

\* Last Name

\* E-mail

\* Facility

Main Facility

Subscription

Organization

Save

Cancel

**User Password**

\* Password

\* Confirm Password

Reset Password