

How eNCPT Admins Can Change User Passwords

1. Visit www.ncpro.org and click on the Login button in the upper right corner.

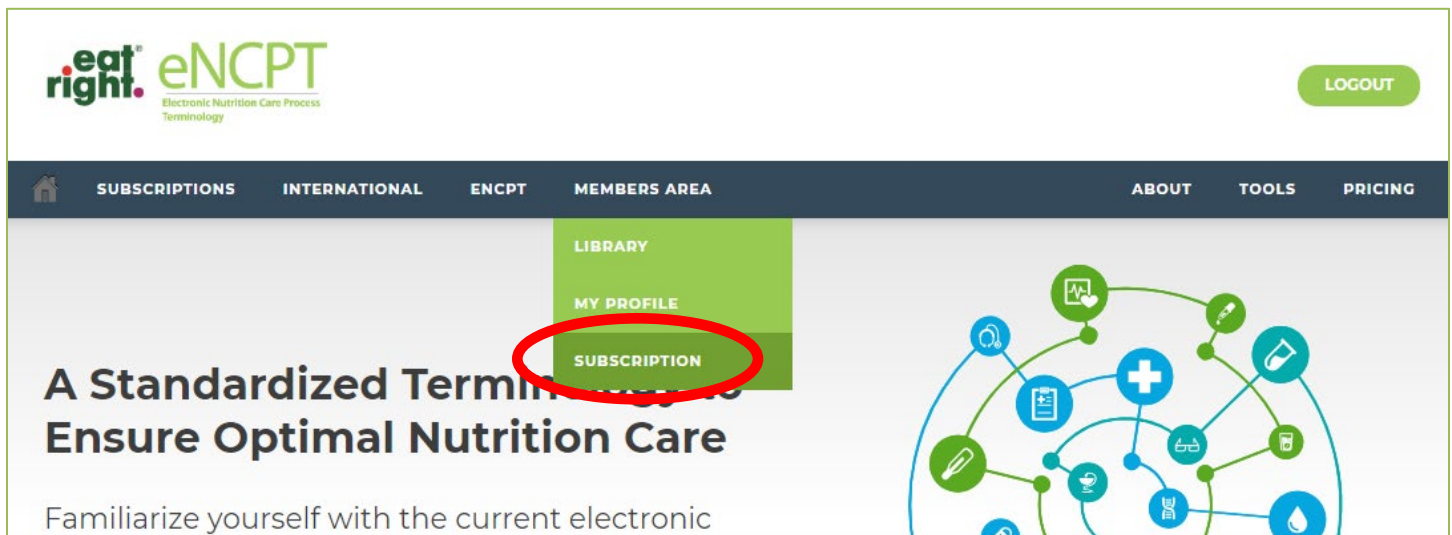


(Use the most up-to-date version of Google Chrome for the best results)

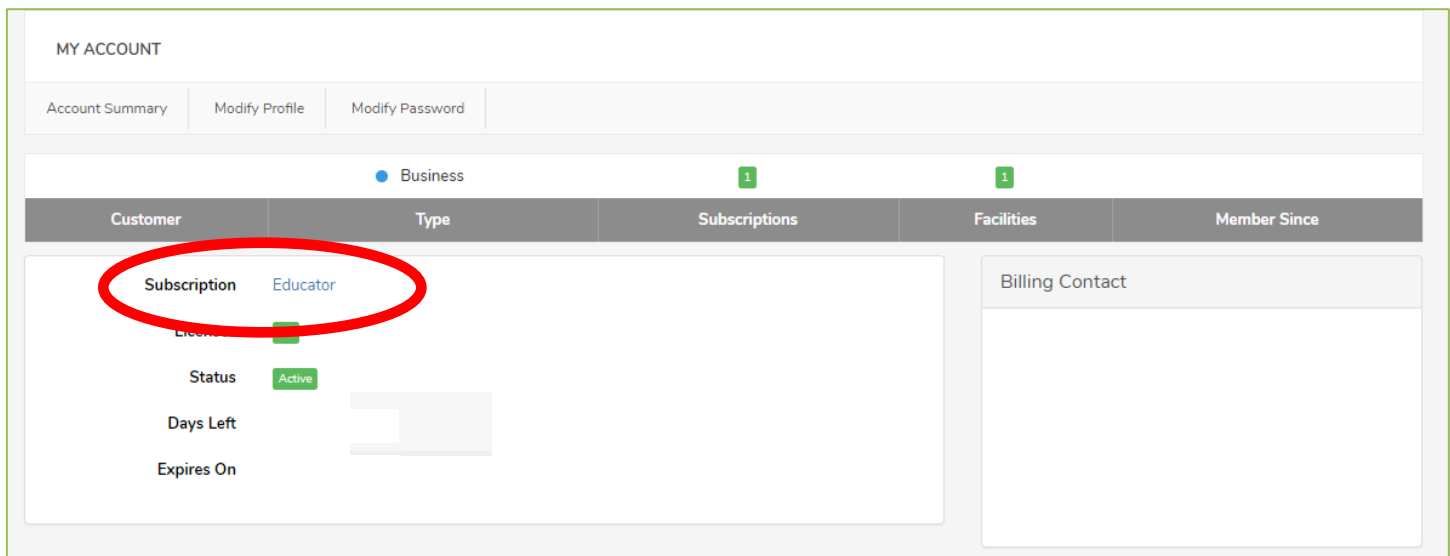
2. Log in with your Administrative username and password and click "Sign In."

The image shows the login page of the eatright.eNCPT website. The logo is in the top left. In the top right corner, the 'USER LOGIN' button is highlighted. Below the navigation bar, there is a 'Welcome Back!' message and instructions to enter credentials. There are input fields for 'Username' and 'Password', a 'Remember me' checkbox, and 'SIGN IN' and 'RESET PASSWORD' buttons.

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



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



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ORGANIZATION PLAN

Account Summary Subscription Details

86073597 Organization Active 1000 Dec 31, 2019

Customer	Subscription Plan	Status	Users	Business Licenses	Expires: On
+ Add Filter					
Page 1 of 1 Records per page: 100 Displaying 1 to 5 of 5 items.					
Drag a column here to group by that column					
ID	Licenses	Price	Order Total	Total Paid	Status
1					
2					
3					
4					
5					

Account Standing

[Get a Quote](#)

Days Left
272 days

Subscriber Since
Dec 19, 2014

Subscription SSO [Manage SSO](#)

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

ORGANIZATION PLAN

Account Summary Subscription Details

Organization Active 262 1000

Customer	Subscription Plan	Status	Users	Business Licenses	Expires: On
+ Add Filter					
Download					
Page 1 of 3 Records per page: 100 Displaying 1 to 100 of 262 items.					
Drag a column here to group by that column					
First Name	Last Name	E-Mail	Facility	User Role	

7. 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.

ORGANIZATION PLAN

Account Summary

Subscription Details

Organization

Active

262

1000

Customer	Subscription Plan	Status	Users	Business Licenses	Expires: On
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User Profile

First Name *

Last Name *

E-Mail *

Facility *

Main Facility

User Role *

Subscription User

Date to Add

(Leave blank if access is to begin immediately)

Date to Remove

User Password

Password *

Confirm Password *

Reset Password

Save

Delete

Cancel