

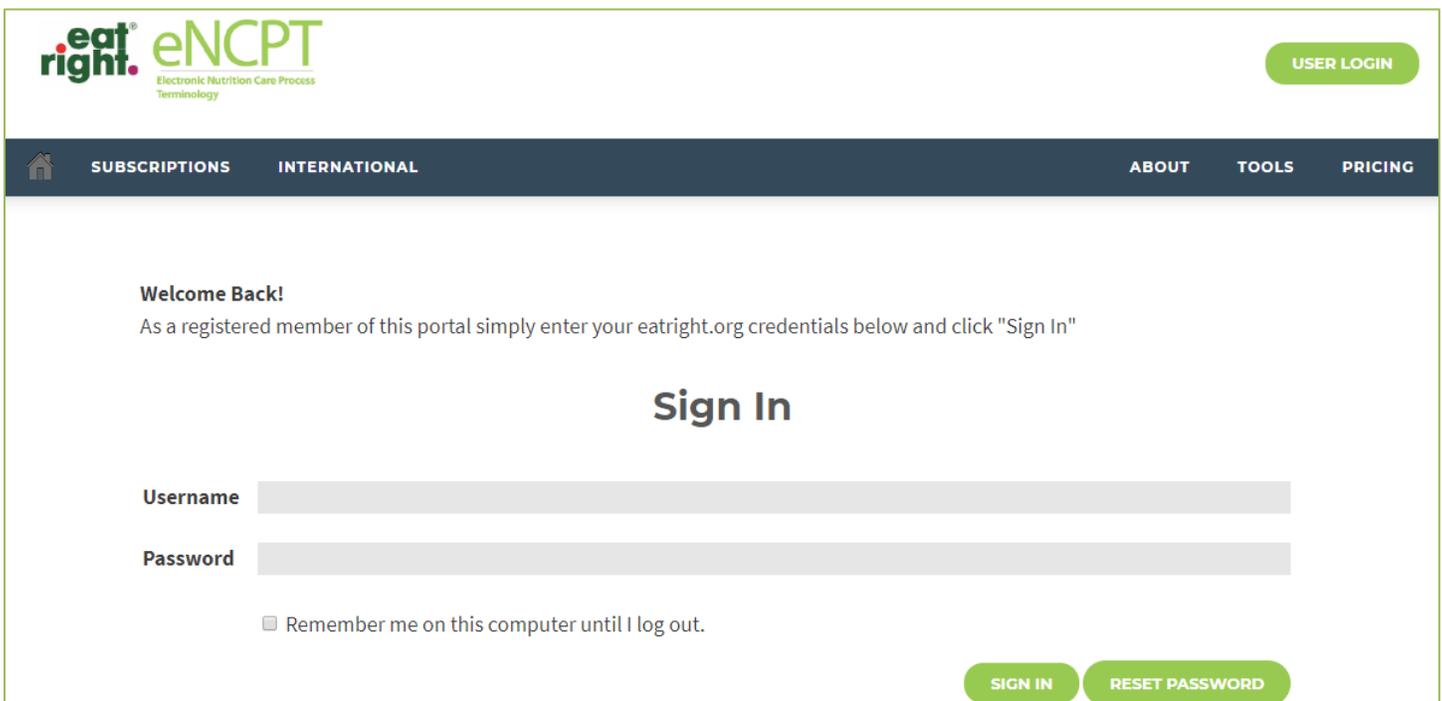
How eNCPT Admins Can Change User Passwords

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

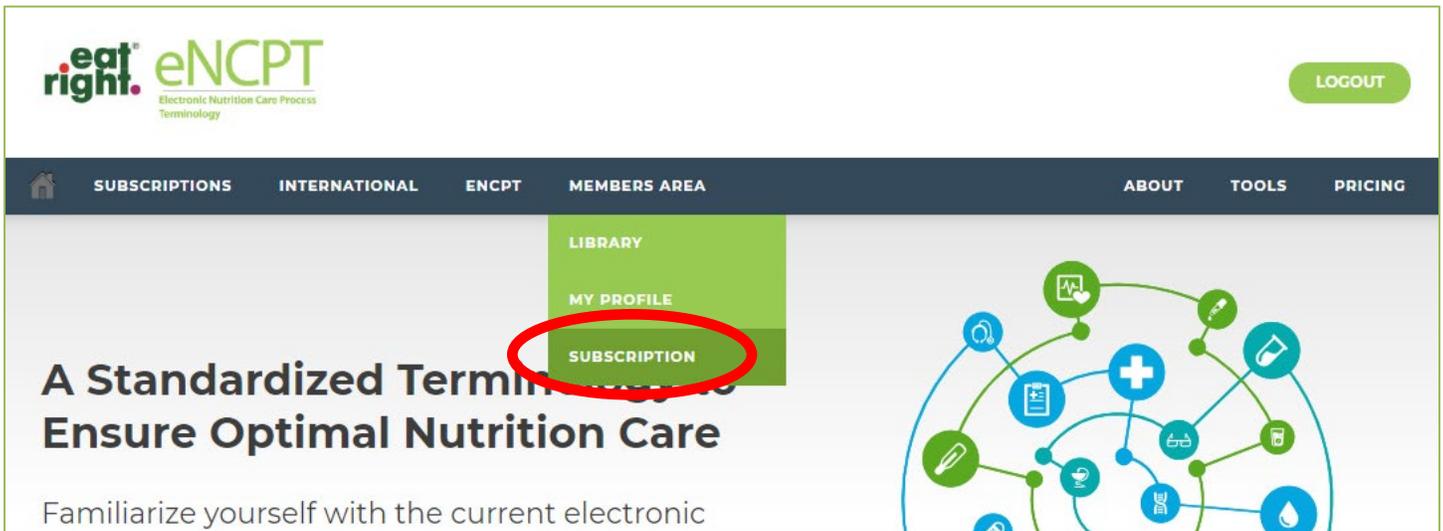


(Use the most up-to-date version of Google Chrome for the best results)

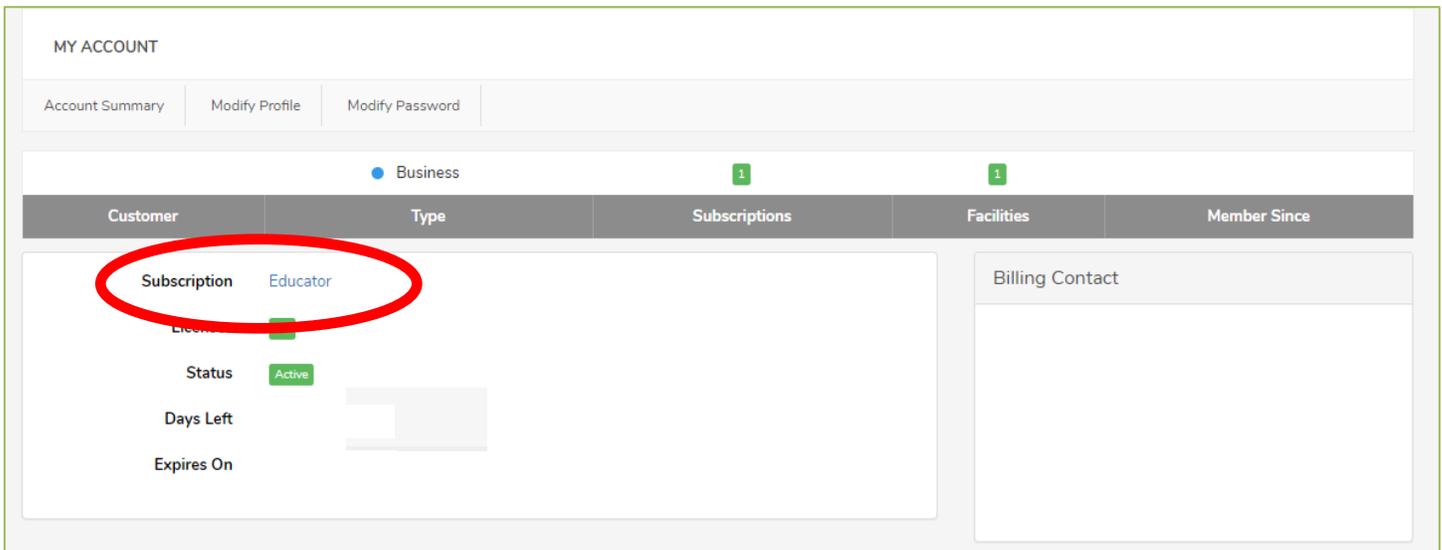
2. Log in with your Administrative username and password and click "Sign In."



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



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



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

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	Order Date
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 User](#)

+ 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
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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 *

User Role *

Date to Add
(Leave blank if access is to begin immediately)

Date to Remove

User Password

Password *

Confirm Password *

[Reset Password](#)

[Save](#) [Delete](#) [Cancel](#)