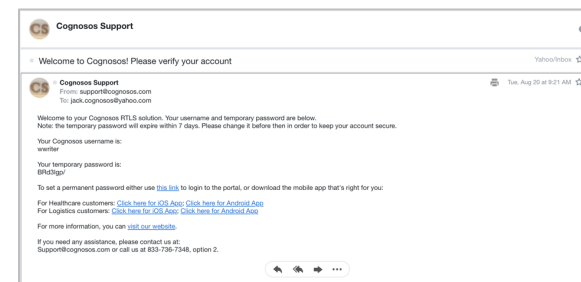
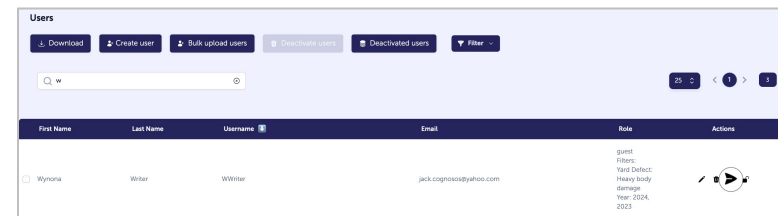
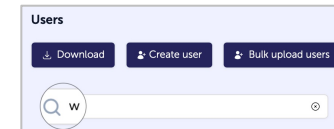


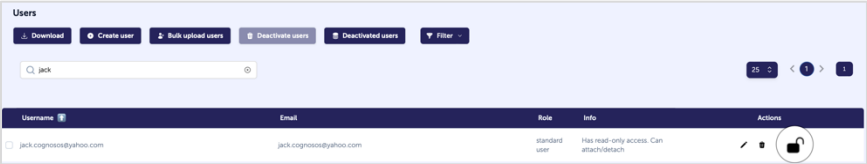
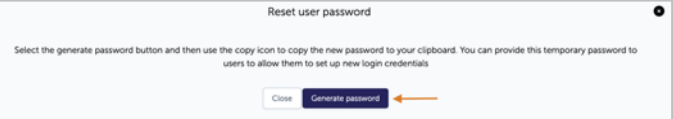
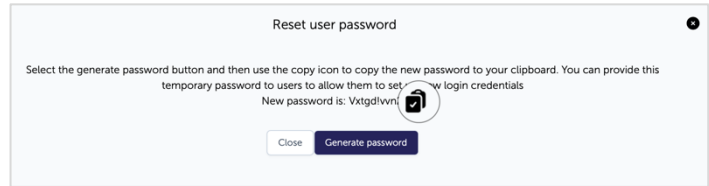
How to resend login invitation email to a NEW user:

- 1 Select Users from System Management (hamburger menu or bell icon). Search and locate user. You must have Administrator user role.
- 2 Click arrow icon under the Actions column for the user. If no arrow icon is shown, the user should use forgot password on the login page to reset their password.
- 3 User should check their email for the Cognosos Support verification email and use the temporary password to set up permanent login credentials. Invitation is good for 7 days. Have user check spam if not in Inbox.



Need Assistance? Check out the User Management section of the Knowledge Base or contact us at support@cognosos.com.

How to reset a user's password:

1	Select Users from System Management (bell icon). Locate user on list. Click Reset password (lock) icon. You must have Administrator user role.	
2	Click Generate password in the pop-up window. The system will generate a temporary password.	
3	Click the Copy icon. Paste the temporary password in an email or text and send it to user. The user should utilize the temporary password to re-establish login credentials. Click Close.	 <p><i>If you click Generate Password a subsequent time, the previous password will be null.</i></p>

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