

Circles

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# Reset a coordinator or social worker password



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Name	Company Name	Completed Questionnaires
<a href="#">Coordinator Jordene</a>	Self Employed	8
<a href="#">Lucy H</a>	self-employed	0

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To reset a coordinator or social worker's password, the process is the same.

Click on either the **coordinator** or **social worker** tab and then select the individual's name.

LA Admin, Atto City Council [Log Out](#)

[Statistics](#) [Social Workers](#) [Coordinators](#) [Young People](#)

[Coordinators](#) >

Lucy H

[Edit](#)

Account Email

Company Name

self-employed

Social Connections Tool ID

Completed Questionnaires

Lucy H hasn't yet been assigned any young people

[Assign a Young Person to this Coordinator](#)

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It will bring you  
to this screen

Click on Edit  
button

[Statistics](#) [Social Workers](#) [Coordinators](#) [Young People](#)

[Coordinators](#) > [Coordinator Worker](#)

### Edit Account Details

Enter Coordinator's Name

Coordinator Worker

Enter Company's Name

Enter Coordinator's Email

This will give the owner of this email the ability to carry out questionnaires for any young people assigned to them

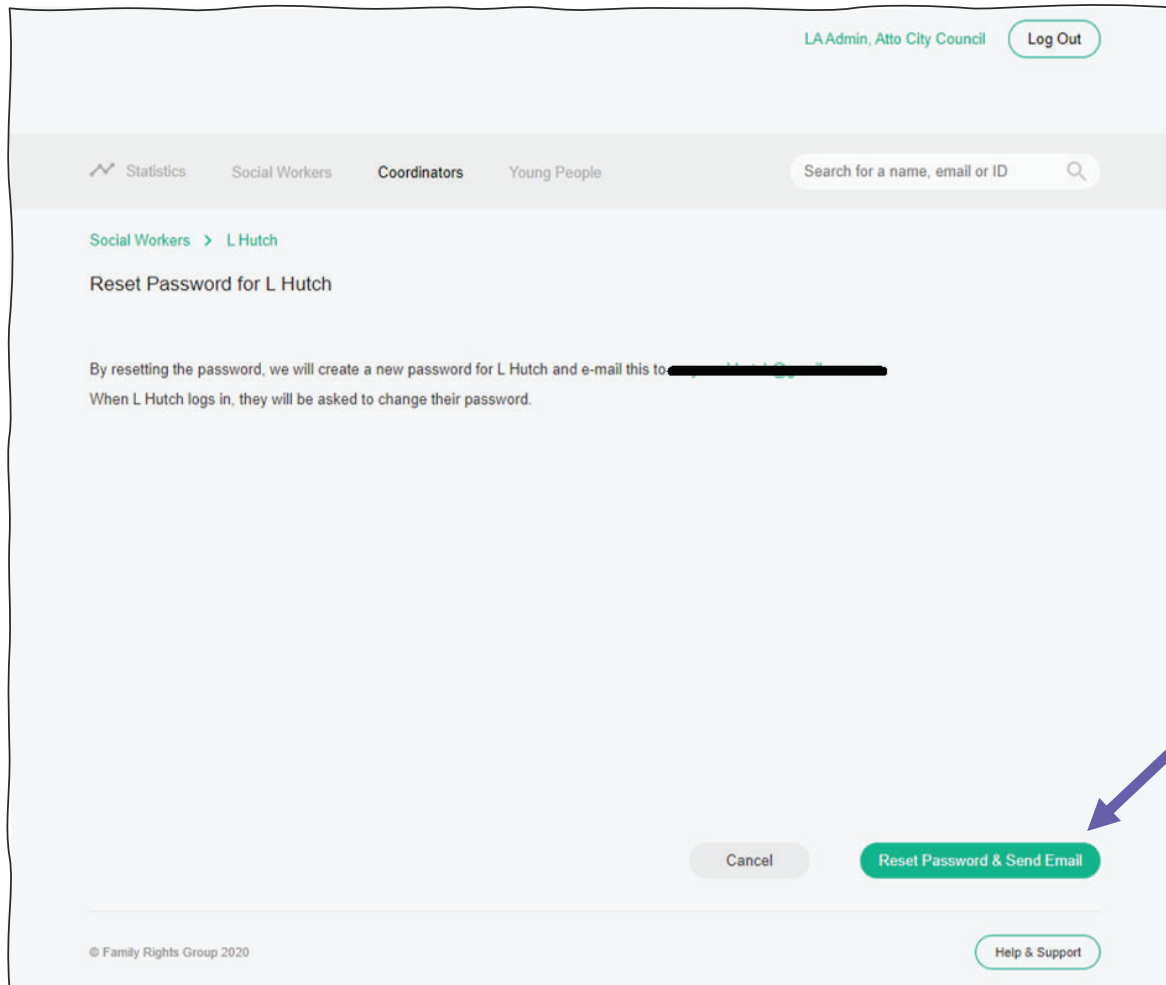
Revoke Access

Reset Account Password

Cancel

Save Changes

Click on  
"Reset  
Account  
Password"



Click on "Reset Password & Send Email"

LAAdmin, Atto City Council

Log Out

StatisticsSocial WorkersCoordinatorsYoung People

Search for a name, email or ID

We've reset the password and sent a password reset e-mail to [REDACTED]

L Hutch

Edit

Account Email

[REDACTED]

Company Name

Atto

Circles ID

Completed Questionnaires

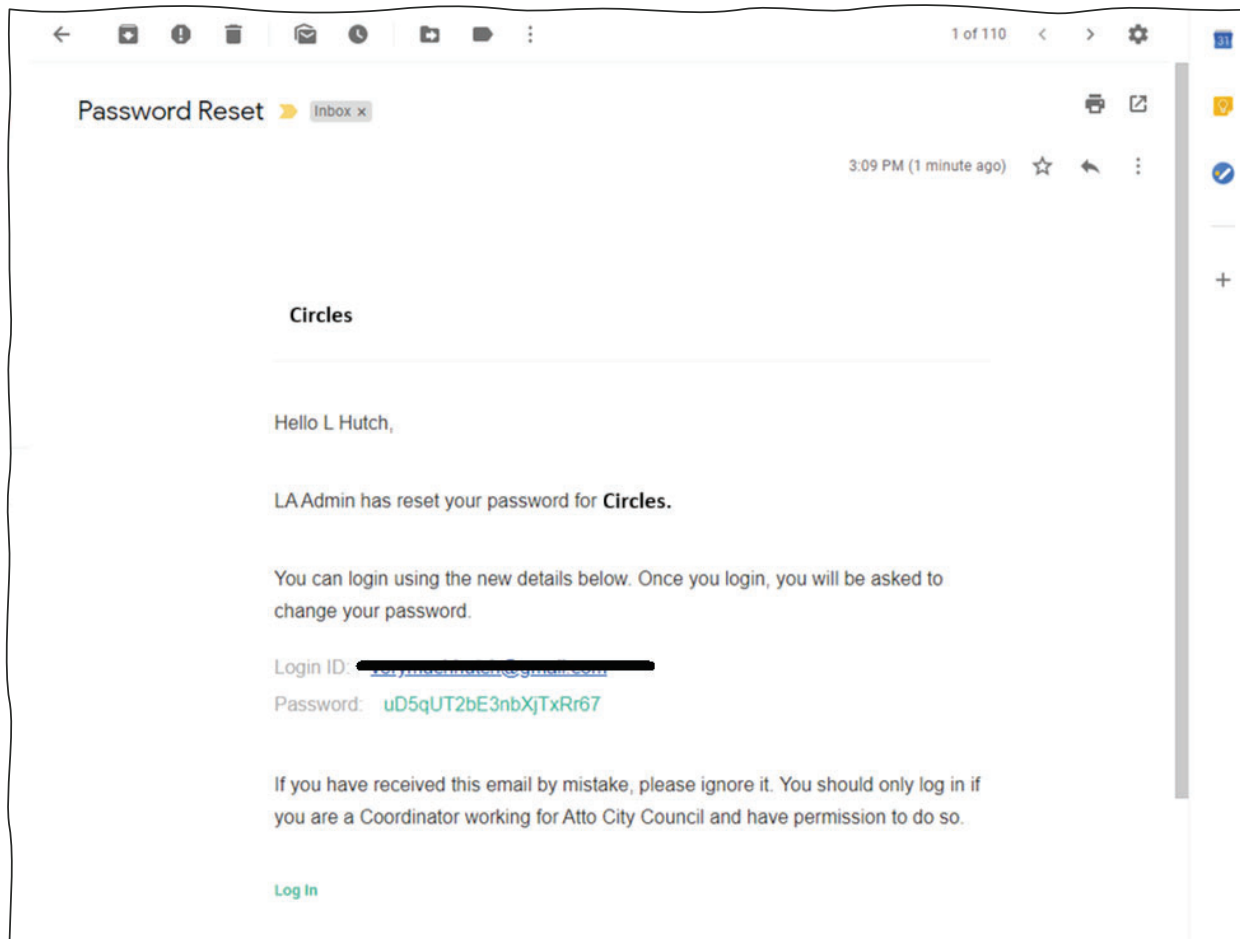
L Hutch hasn't yet been assigned any young people

Assign a Young Person to this Coordinator

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Help & Support

To confirm the password has been sent, a green or purple banner will appear.



The user will receive an email with instructions as to how to reset their password.