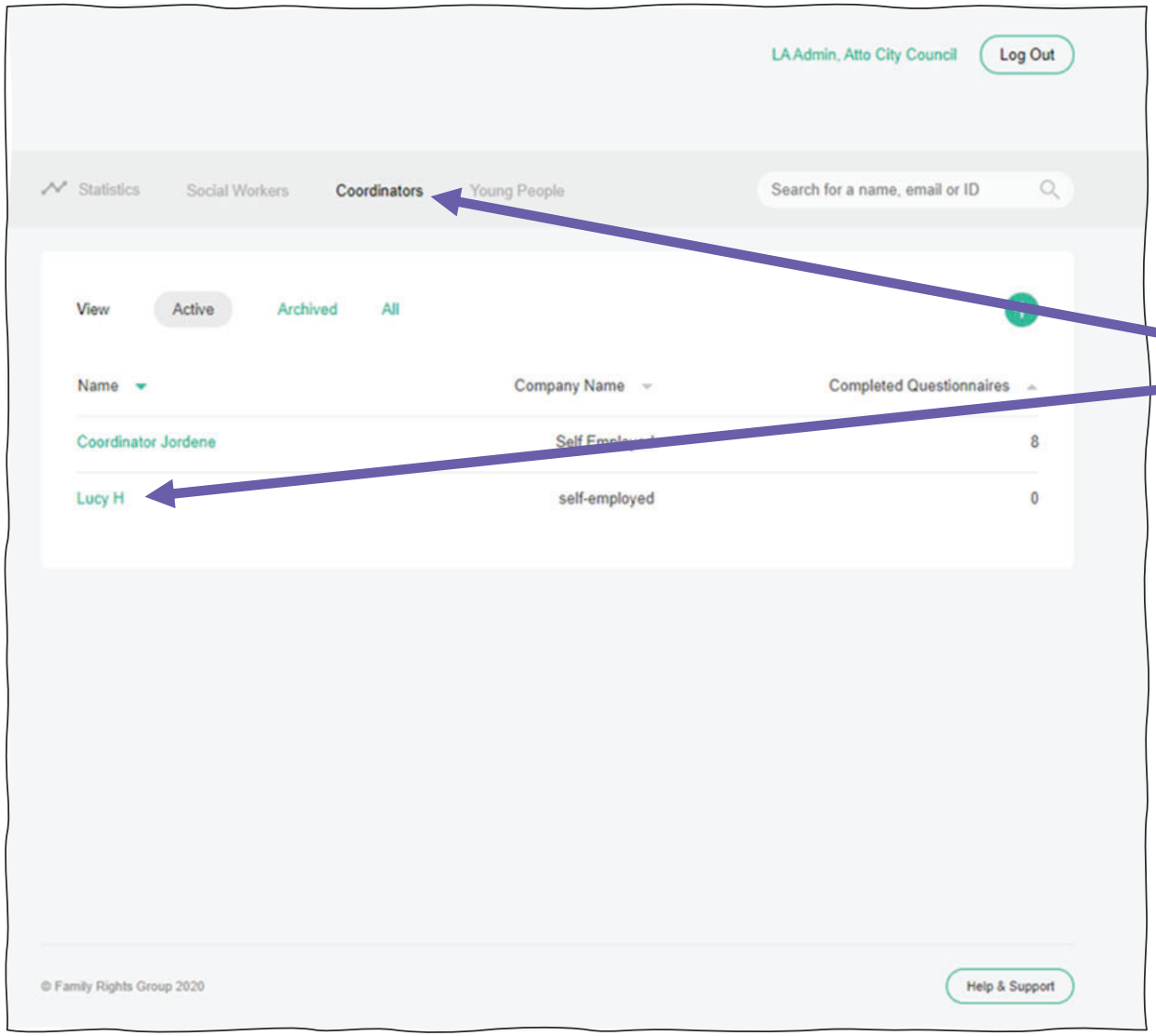
Circles

Reset a coordinator or social worker password

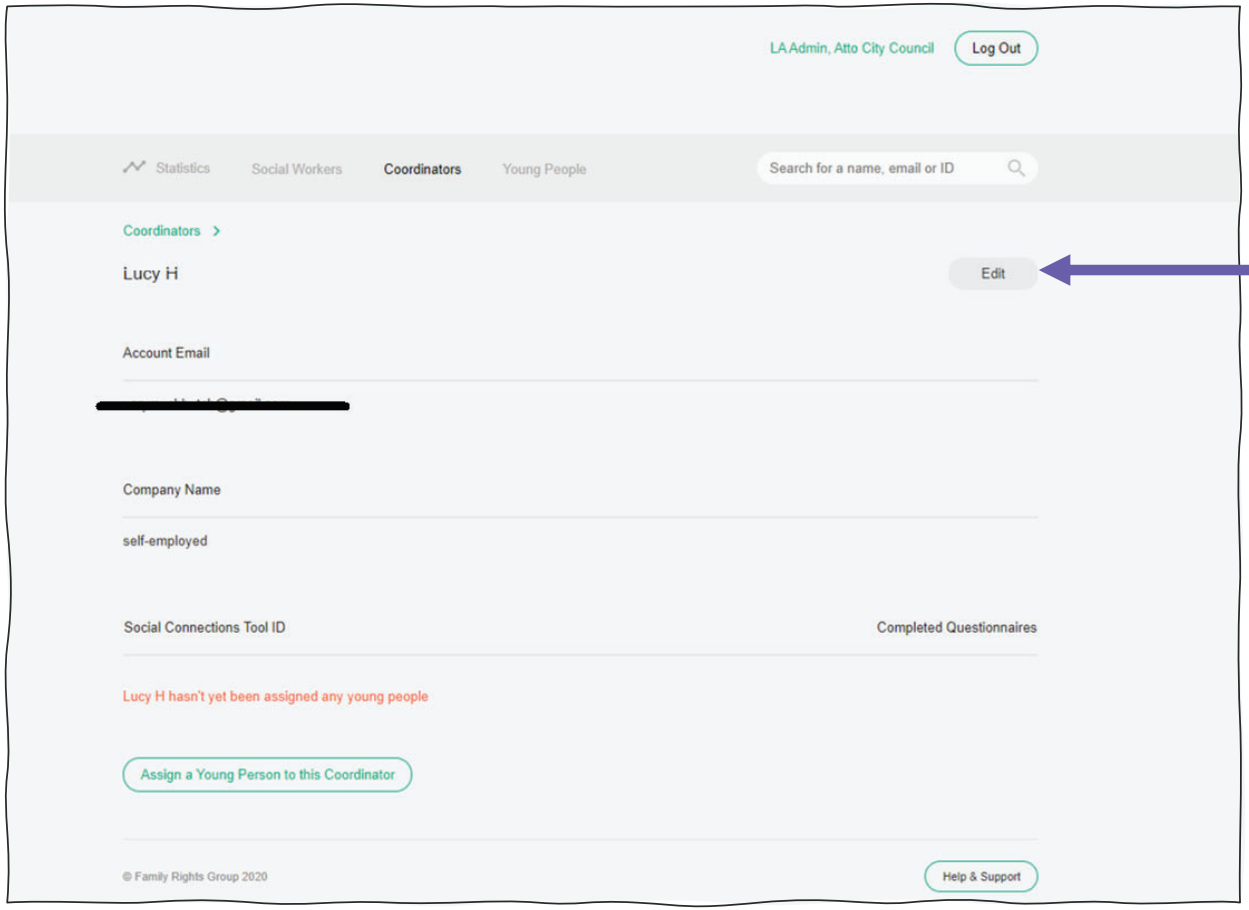
Lifelong Links

Family Rights Group



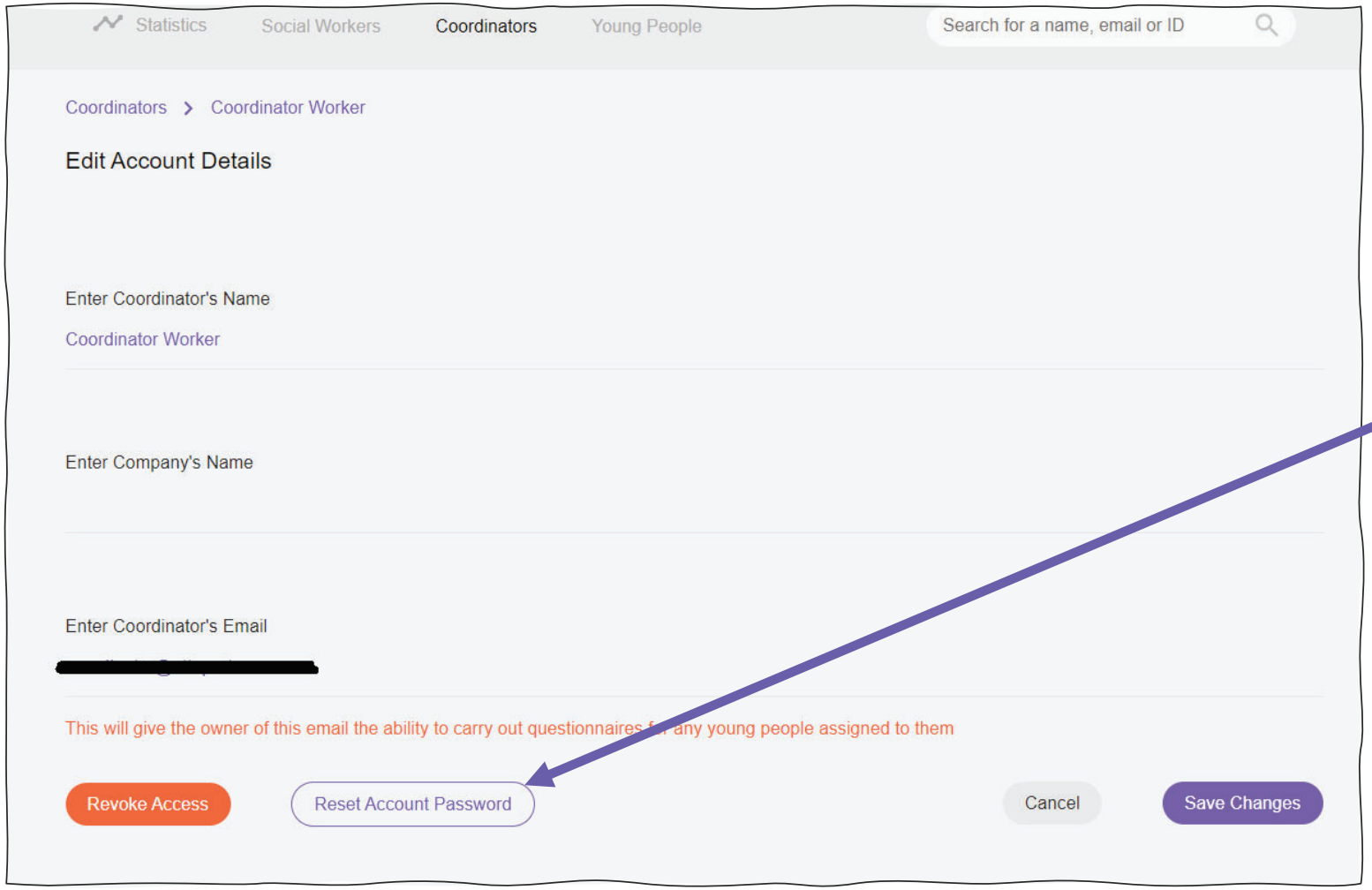
To reset a coordinator or social worker's password, the process is the same.

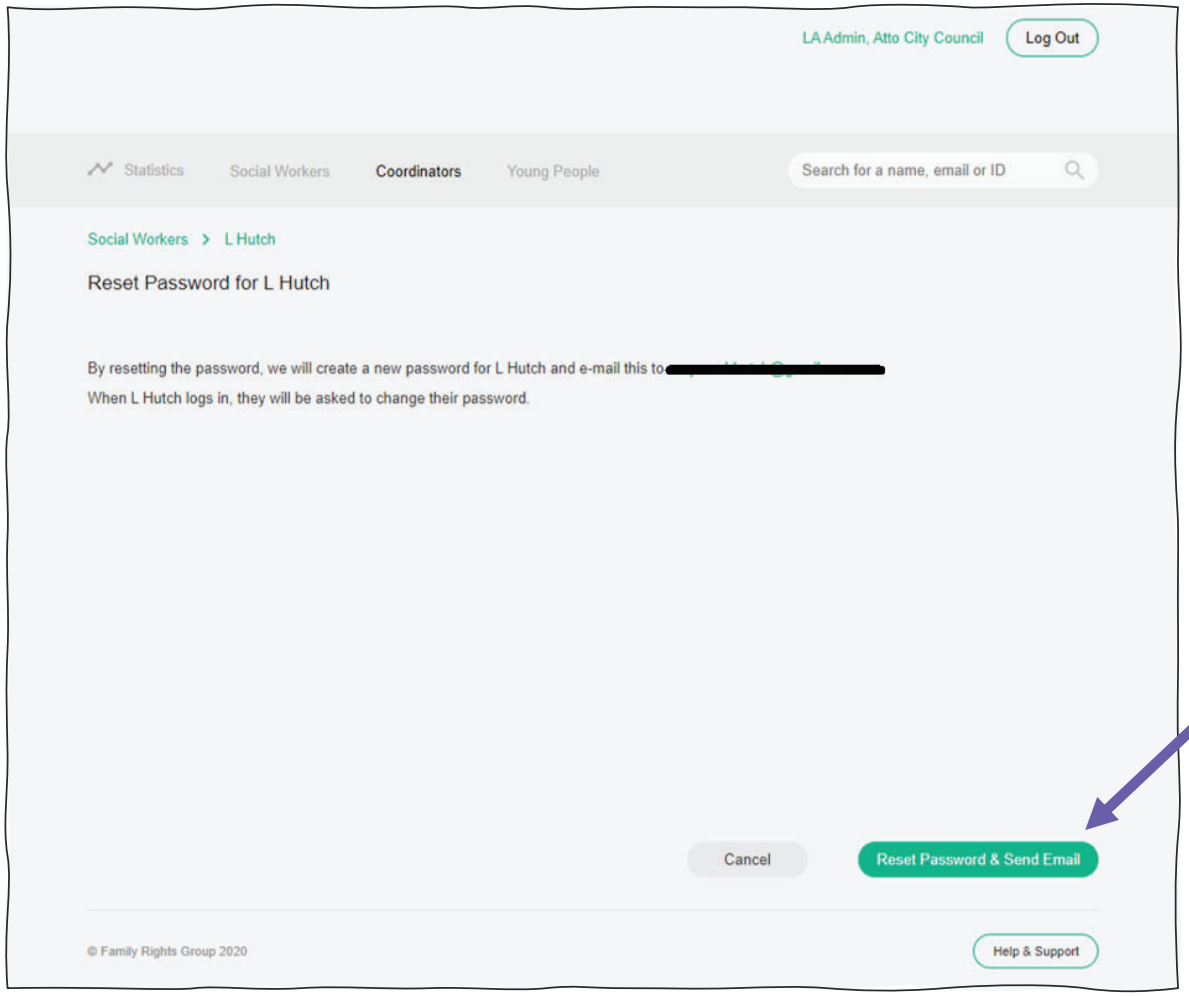
Click on either the **coordinator** or **social worker** tab and then select the individual's name.



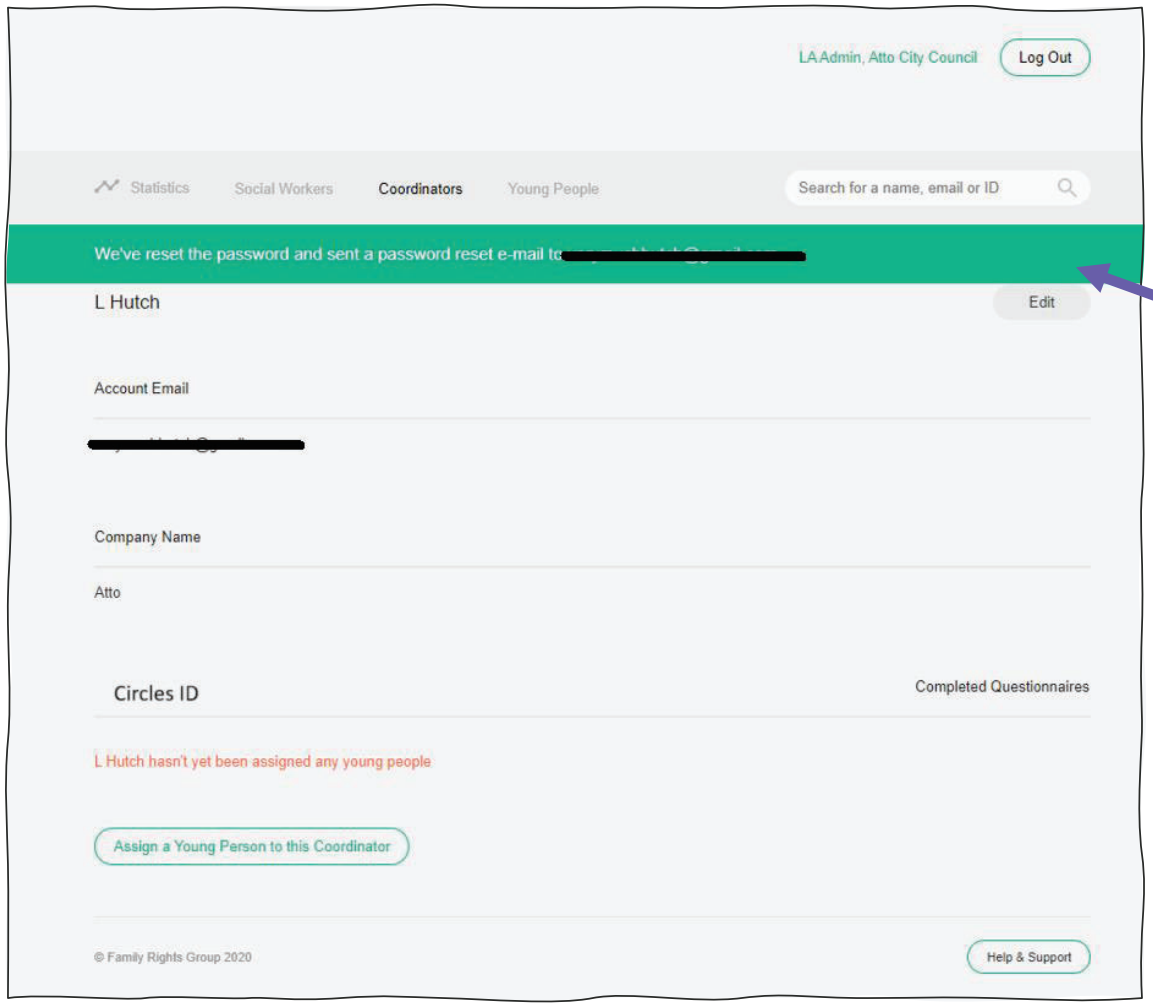
It will bring you to this screen

Click on Edit button

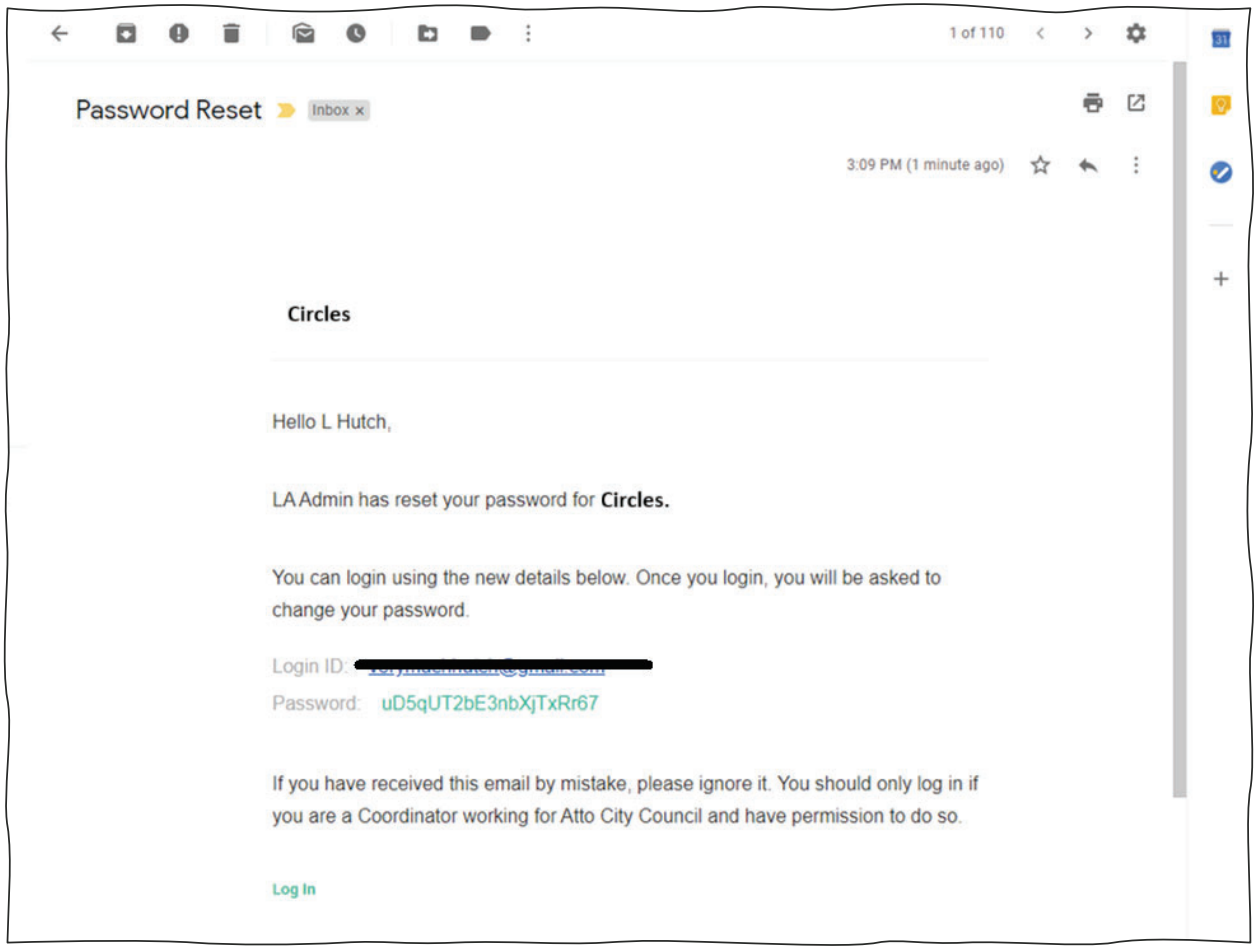

Statistics
Social Workers
Coordinators
Young People
Search for a name, email or ID
Coordinators > Coordinator Worker
Edit Account Details
Enter Coordinator's Name
Coordinator Worker
Enter Company's Name
Enter Coordinator's Email
[redacted]
This will give the owner of this email the ability to carry out 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”



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.