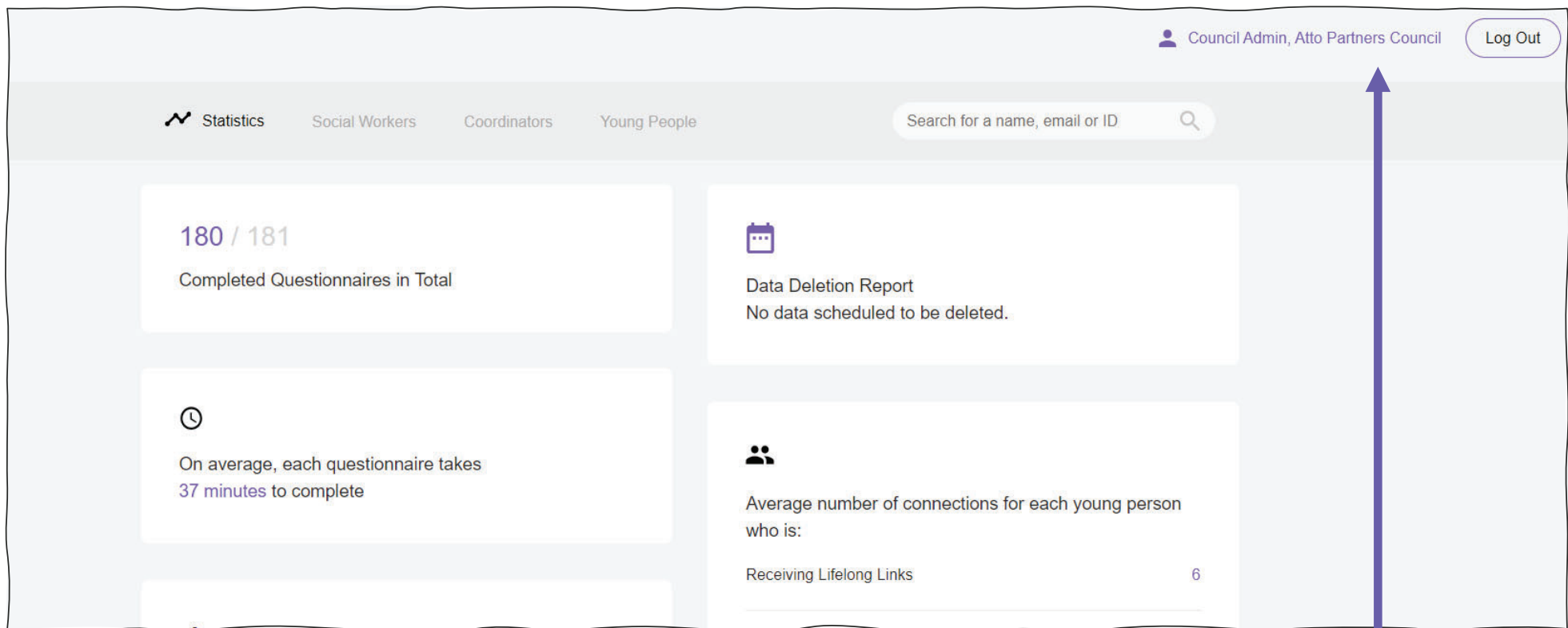


Circles

---

# Reset an administrator password





To reset a fellow administrator's password, first click on your name in the top right of the screen.

Account Name Update Name

---

Council Admin

Account Email Update Email

---

~~admin@alltopartners.com~~

Password Change Password

---

Last changed 01 February, 2024

Other administrator accounts

Administrator's Name	Administrator's Email
Jacob Test	<del>jacob.test@alltopartners.com</del>

Then scroll down to 'Other administrator accounts' and click on the relevant administrator's name.

Council Admin

Statistics

Social Workers

Coordinators

Young People

Search for a name, email or ID

Administrators >

Jacob Test

Edit

Account Name

Jacob Test

Account Email

jacob.test@thepartnersroom

Temporary Account Code

XXXX

On this screen, click 'edit'

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

Search for a name, email or ID

Administrators > Jacob Test

Edit Account Details

Administrator's Name

Jacob Test

Administrator's Email

\*\*\*\*\*@\*\*\*\*\*.\*\*\*\*\*

Delete Account

Reset Account Password

Cancel

Save Changes

Click  
'Reset  
account  
password''



Statistics

Social Workers

Coordinators

Young People

Search for a name, email or ID



## Account Settings

### Reset Password for Jacob Test

By resetting the password, we will create a new password for Jacob Test and e-mail this to **[redacted]**

When Jacob Test logs in, they will be asked to change their password.

Cancel

Reset Password & Send Email

Finally,  
click 'reset  
password  
& send  
email' and  
an email  
will be sent  
to the  
administrat  
or with a  
temporary  
password.

# Reset administrator password

If all administrators have lost their passwords, you will need to use the Recovery Keys.

- Please contact [circles@frg.org.uk](mailto:circles@frg.org.uk) and let us know that you cannot access the Circles system.
- We will ask you for these codes and then the developers will be able to send you a one-time password reset code.
- Alternatively, the developers can set up a new administrator who can then reset your password.



It's very important that you immediately print this list of backup passwords and put it in a safe. If this list is ever lost, your Local Authority could permanently lose access to all of their data, or an unauthorised person could gain access to sensitive child data.

You will not have another opportunity to view these passwords.

[Print all Recovery Keys](#)

Recovery Key 1

04a7-f7a3-0be6-6b4d-4224

Recovery Key 6

e499-8e64-b2a3-d857-e0bf

Recovery Key 2

a4c7-3f1d-5758-1c56-ba56

Recovery Key 7

a158-6aeb-d820-9f4f-8754

Recovery Key 3

f720-ba74-958b-58aa-19a4

Recovery Key 8

9f45-3fbb-f103-4c83-2a6e

Recovery Key 4

a997-4486-83ea-f69e-af61

Recovery Key 9

823b-5484-62b8-7f31-2034

Recovery Key 5

2d2a-33a3-67c7-047d-f31b

Recovery Key 10

7918-3331-7b1e-320d-dbe9