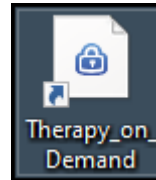
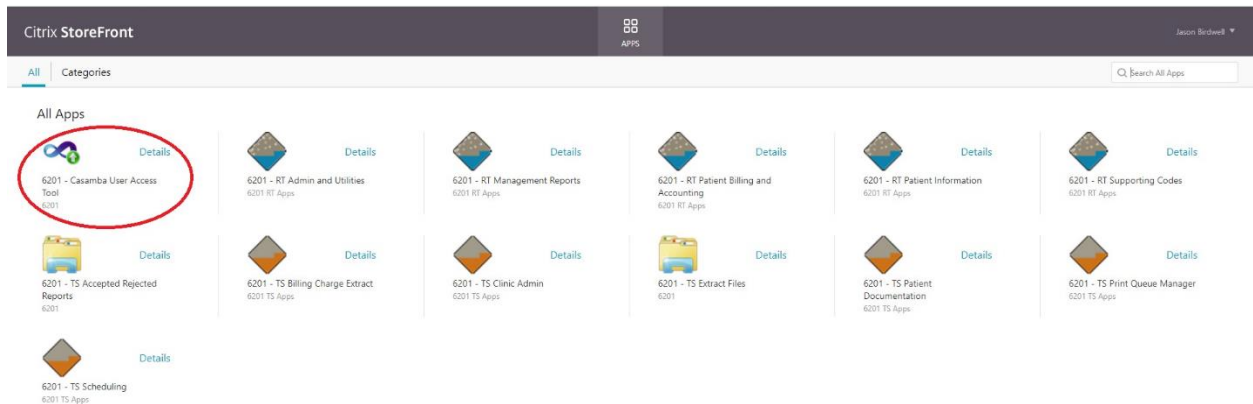


## How to Reset a User's Password Using the User Access Tool

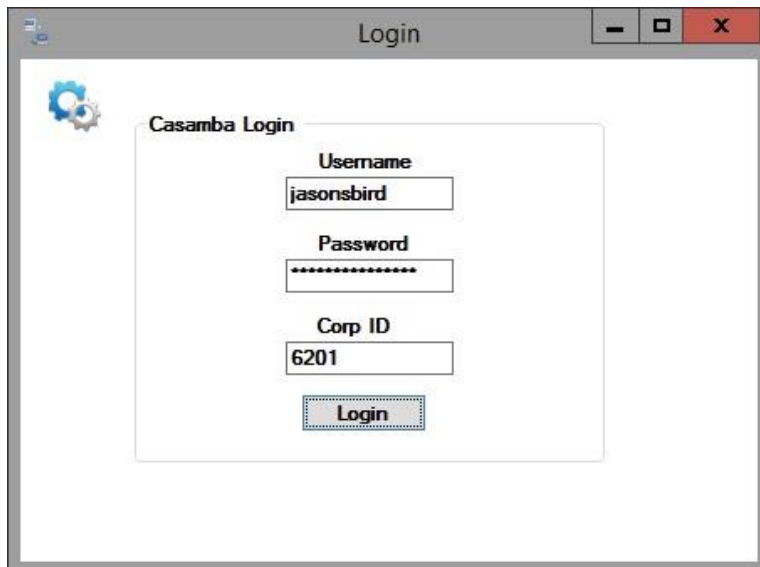
Double click on the "Therapy\_on\_Demand" icon & then login:



Click on the "User Access Tool" icon:



Login to the tool:



The program will begin to load the users, this takes between 3-4 minutes:

AD Management 3.0

Casamba User Account Tool

Corp ID: 6201 First Name: Last Name: Match Access To: Q Create User

Retriving Users From TS\_BillAdmin6201

Select

Reset Password Enable Access Disable Access Refresh Report

Once loaded you can search for the user you need to reset in the “Match Access To” box:

AD Management 3.0

Casamba User Account Tool

Corp ID: 6201 First Name: Last Name: Match Access To: Q Create User

Select	UserName	FullName	TSGroup	Active	OrgUnit
<input checked="" type="checkbox"/>	aallen	Ashley Allen	TS_Billing6201;TS_B...	False	OU=Users,OU=Encor...
<input type="checkbox"/>	abaldwin	Angela Baldwin	TS_BusOffMgmt6201;...	True	OU=Users,OU=Encor...
<input type="checkbox"/>	abames	Amanda Barnes	TS_BusOffMgmt6201;...	True	OU=Users,OU=Encor...
<input type="checkbox"/>	abell	Ameshia Bell	TS_Billing6201;TS_B...	False	OU=Users,OU=Encor...
<input type="checkbox"/>	abenyhill	Amanda Beryhill	TS_Billing6201;TS_B...	True	OU=Users,OU=Encor...
<input type="checkbox"/>	ablankenship	Anna Blankenship	TS_Billing6201;TS_B...	False	OU=Users,OU=Encor...
<input type="checkbox"/>	AbneyW	Whitley Abney	TS_BusOffStaff6201	False	OU=Users,OU=Encor...
<input type="checkbox"/>	aborcik	Adam Borcik	TS_BusOffMgmt6201;...	True	OU=Users,OU=Encor...
<input type="checkbox"/>	abracken	Ashley Bracken	TS_Billing6201;TS_B...	False	OU=Users,OU=Encor...
<input type="checkbox"/>	abrockway	Allison Brockway	TS_BusOffMgmt6201;...	True	OU=Users,OU=Encor...
<input type="checkbox"/>	abroome	Amy Broome	TS_Clinicians6201;TS...	True	OU=Users,OU=Encor...

Reset Password Enable Access Disable Access Refresh Report

Search for the user then check the box next to the user and click “Reset Password”:

AD Management 3.0

Casamba User Account Tool

Corp ID: 6201 First Name: Last Name: Match Access To: allison henderson Q Create User

Select	UserName	FullName	TSGroup	Active	OrgUnit
<input checked="" type="checkbox"/>	ahenderson	Allison Henderson	TS_BusOffMgmt6201;...	True	OU=Users,OU=Encore...

Reset Password Enable Access Disable Access Refresh Report

#### Tips:

When searching for users you can use the whole name or the first few letters of the first or last name.

If you have not reset any users for a while (more than an hour) you might have to refresh before reset.

Sometimes the reset doesn't work the first time if they call back refresh and reset again.

\*Each refresh will take 3-4 minutes\*

There is a document in the Employee Resources\Casamba Resources folder named “How to Reset Casamba Password”