The **Head Office Administrator** can **RESET password** for a "Head Office User," a "Site User" or another "Head Office Administrator."

OCCMS -	Ontario Child	Care Man	agement System	Sign Out nat
Home	Attendance	Admin	Help	
		Users	Welcome to OCCMS	

- Sign into OCCMS Ontario Child Care Management System
- Click on Admin, then select Users

OCCMS - Ontario Child Care Management System							
_ H	Home	Attendance	Admin	Help			
User	List - All						
			Search (Clear			
Add N	Vew User View	/ User Report					
123	Username	Last Name	First Nam	ie Role		Status	Password
2				Head Of	fice Administrator	Active	
۲				Site Use	r	Active	Reset & Unlock
ø				Site Use	r	Active	Reset & Unlock
۵				Site Use	r	Active	Reset & Unlock

User List – All window

- Locate User from the list
- Under Password column, select Reset & Unlock

OCCMS -	Ontario Child	Care Mana	agem	ent System					
Home	Attendance	Admin	Help						
User List - All									
		Search Cle	ear						
Add New User V	iew User Report								
12345678				n-1-		Chata	In		
1 D	e trast Name	THIS WATER		Head Office Administr	ator	Activo	Passworu		
<u>_</u>				Sito Lloor	ator	Activo	Reset & Unlock		
1				Site User		Activo	Reset & Unlock		
<u>_</u>				Site User		Activo	Reset & Unlock		
<u>_</u>				Site User	Massage from	webpage			
				Site User	messagenom	webpage			
				Site User	-				
				Site User	🔰 👩 Are	you sure yo	u want to reset the pass	word and unlock the	
				Site User	acc	ount for this	user?		
				Head Office User	1				
12345678					1		.		
Add New User								OK Cancel	
							_		
									J

- Review the "Message from Webpage" pop up window
- Select OK to reset the password and unlock the account for the user

The Web Attendance system will generate a new temporary password & the following Password Reset window will pop up

	×
Password has been reset for	
Password BwYO0y0H Copy	
Send Email	

From the above Password Reset window, "BwYO0y0H" is a temporary password generated by the system.

- From the Password Reset window, there are TWO clicking options:
 - "Copy" option: copy the system generated password to a windows clipboard & paste it in an email to be sent to the user
 - o "Send Email" option: automate the following email to the user

To Send Subject Reset Password
Hello The password to your OCCMS Operators account has been reset. Please sign into OCCMS Operators using the password below. You will be required to create a new password.
BwYO0y0H

Note:

- Due to security, the system generated password will usually expire in **48** hours. The user must change the system generated password within this time window.
- A new password requires from 6 to 20 characters long, and it is case-sensitive.