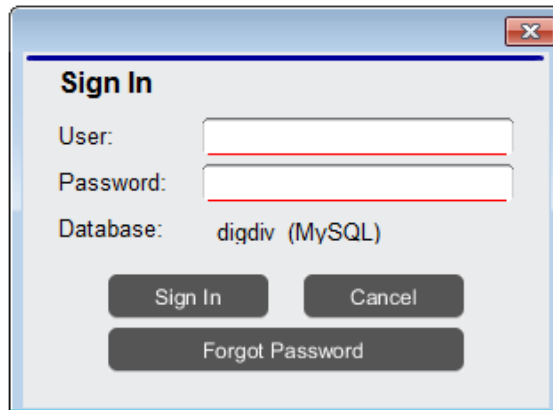
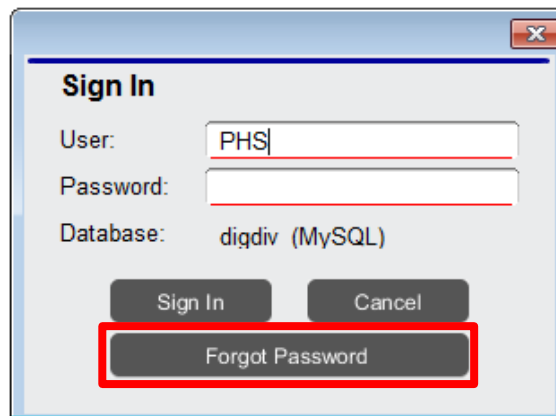


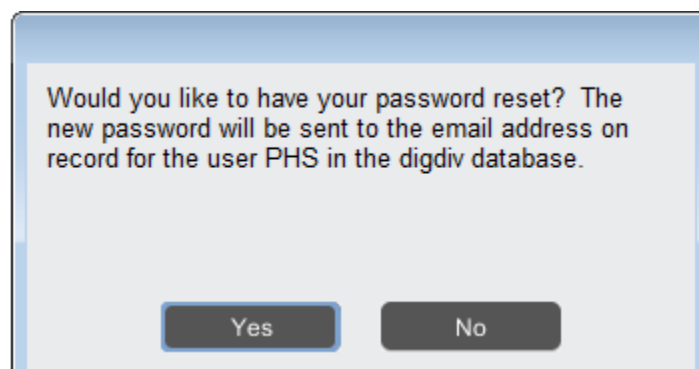
After launching the AwareManager jxt, you will now notice that there is a *Forgot Password* feature on the **Sign In** screen.



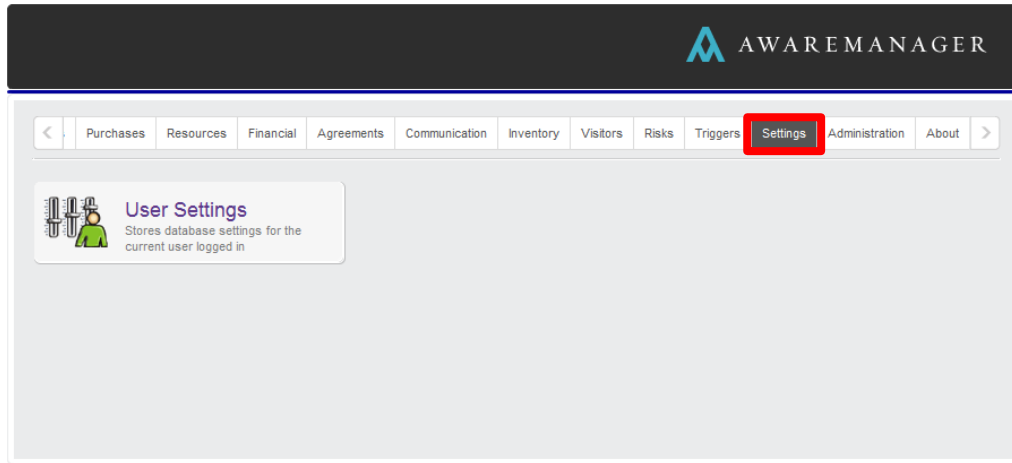
If a user has forgotten their password, they must first enter their **User Code** then click on *Forgot Password*. Their User Code must match an existing Contact record in the AwareManager with a valid email address, must be active, and must be checked off as an Operator to log into the program.



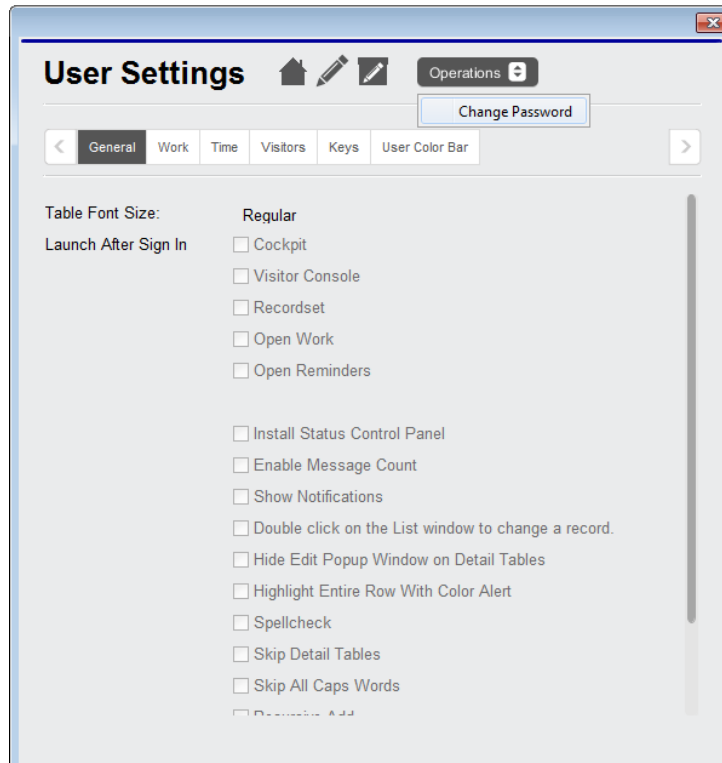
Upon clicking on the **Forgot Password** link, the user will be prompted with the following message. Once they click Yes, their new password will be emailed to them.



They will then use that new password to log into the AwareManager by entering that into the *Password* field on the **Sign In** page. After the user has signed in, if they would like to change their password, they may navigate to **Settings**, then click on **User Settings**.



Once you've clicked on **User Settings**, you'll see the screen below. Select **Operations**, then choose *Change Password*.



The user will then see the screen below, in which they can enter their new password and confirm it. Once they have entered that information, click **Run**, then their new password will be saved against their Contact record.