

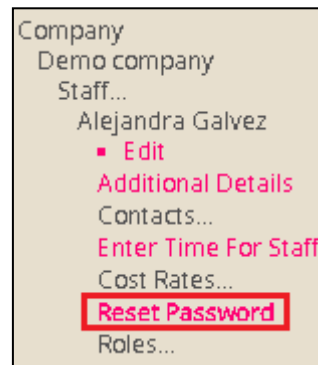


## Tempora Quick Guide – Resetting a Password

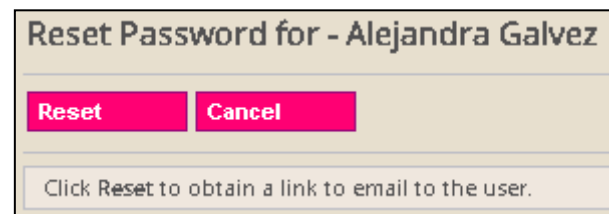
- Click the **Admin** tab



- Click on **Staff > Name of Staff Member > Reset Password**



- Click the **Reset** button



- **Email the link** that is generated to the affected user:

The following link has been emailed to the user.

<https://www.gototempora.com/DemoTempora/Login.aspx?id=SDTa6zfhktNxKMRKy8MbQg%3D%3D>