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# RECTRAC 3.1 MANAGER UNLOCK OR RESET USER ACCOUNTS

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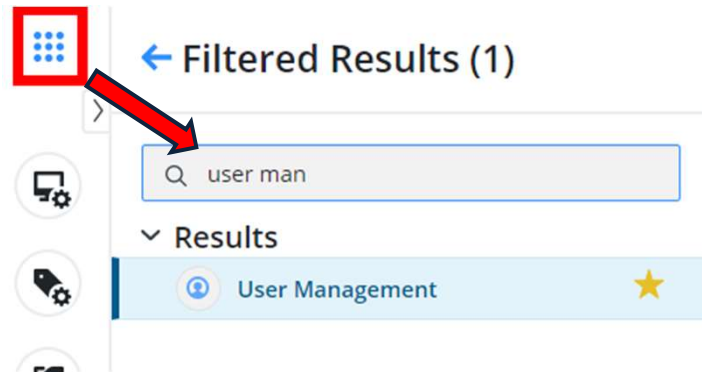
# RecTrac 3.1 Unlock or Reset 3.1 User Accounts



## RecTrac 3.1 Unlock or Reset 3.1 User Accounts Overview

Managers can unlock or reset the password on their employee's user accounts in RecTrac 3.1.

Step 1: Under a managers account, log into RecTrac and access 'User Management'. Click on the 'Menu' button in the upper left, start typing 'User Management' in the search field and select 'User Management' when it appears under 'Results'.



Step 2: Find the applicable users login account. Highlight it and click 'Change' at the bottom.

To unlock an account, uncheck the 'User Currently Locked Out' toggle.

To reset a users password, blank out the password in both the 'Password' and 'Confirm Password' boxes. Then type a new password into both boxes. **Note:** complex password requirements apply.

The screenshot shows the 'Core Settings' form for a user account. The 'Password' and 'Confirm Password' fields are highlighted with a red box. The 'User Currently Locked Out?' checkbox is also highlighted with a red box and is currently unchecked. A red arrow points to the 'Require Password Change on Next Login' checkbox, which is currently unchecked.

To force the user to change their password when they log in the NEXT time, check the toggle 'Require Password Change on Next Login'.

When finished, click 'Save' in the bottom left.