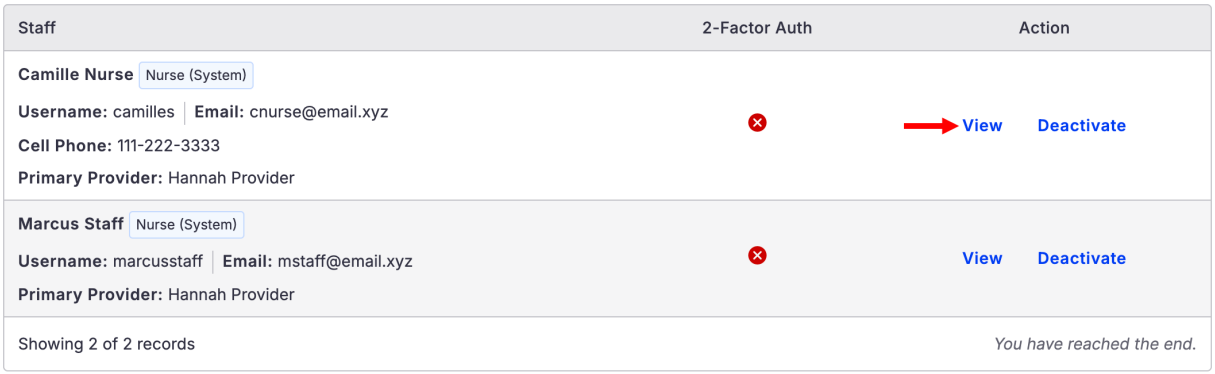
Reset Staff Passwords

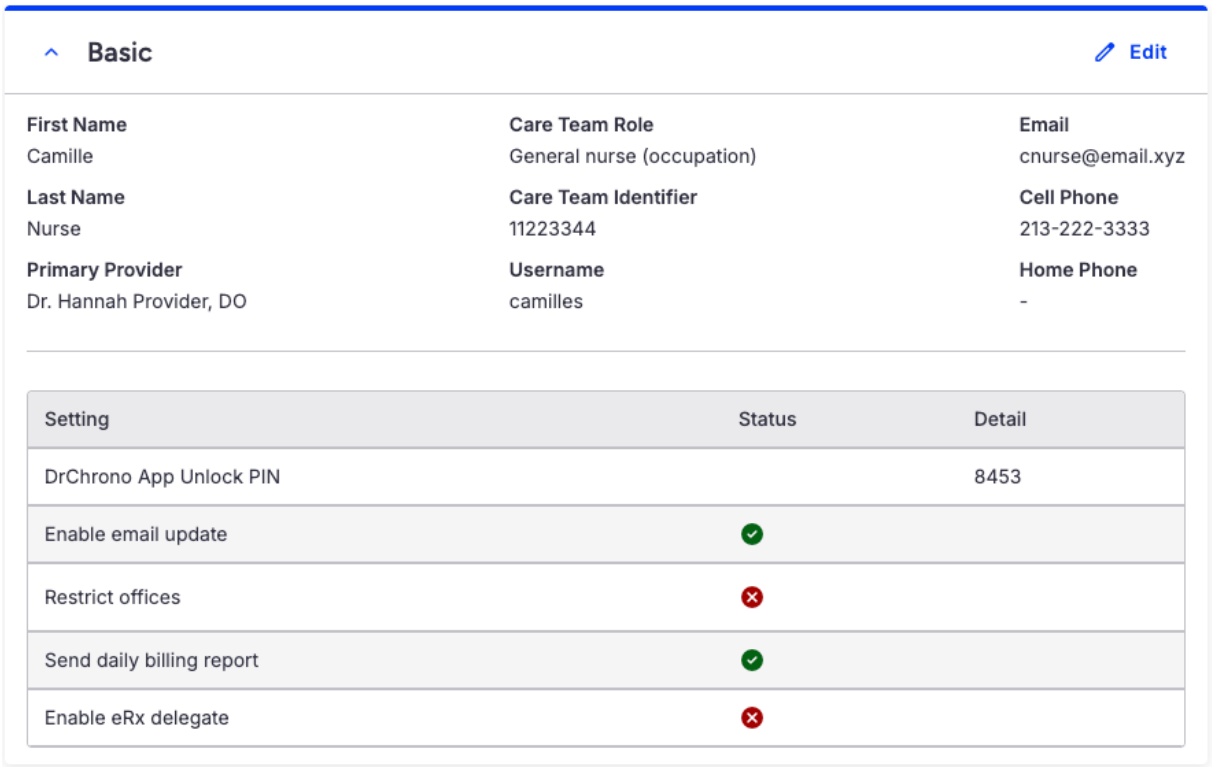
Last modified on 09/02/2026 2:27 pm EDT

Reset a staff member's password

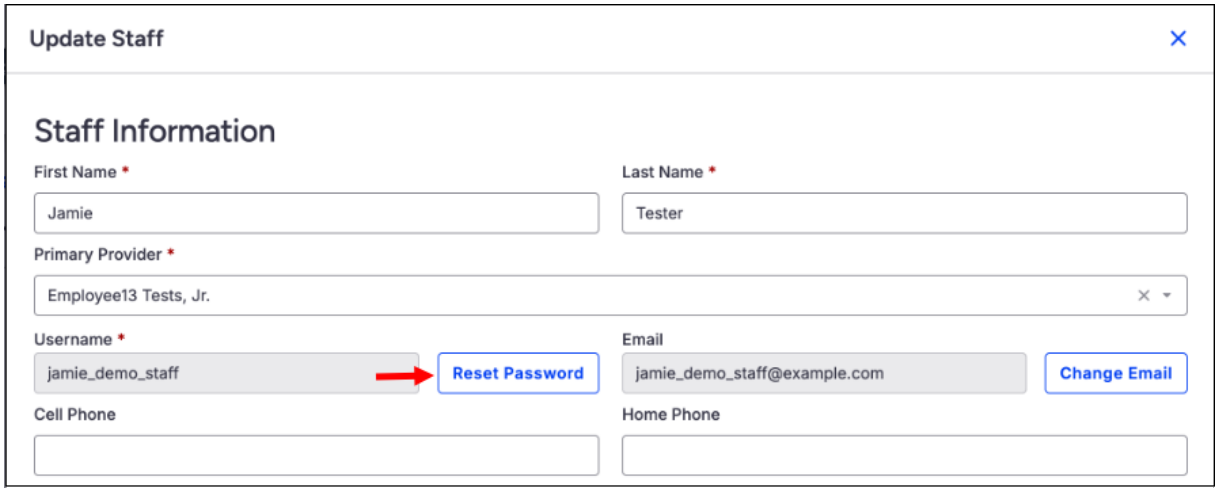
1. Select **Account** > **Practice Management** > **General Management** > **Staff**.
2. Select **View**.



3. Select **Edit** to open the **Update Staff** drawer.



4. Select **Reset Password**.



The system sends a password reset link email to the staff member, and it remains valid for 72 hours.

5. The staff member selects the reset password link in their email.
6. After they are done resetting their password, the staff member must log in again with their new credentials.