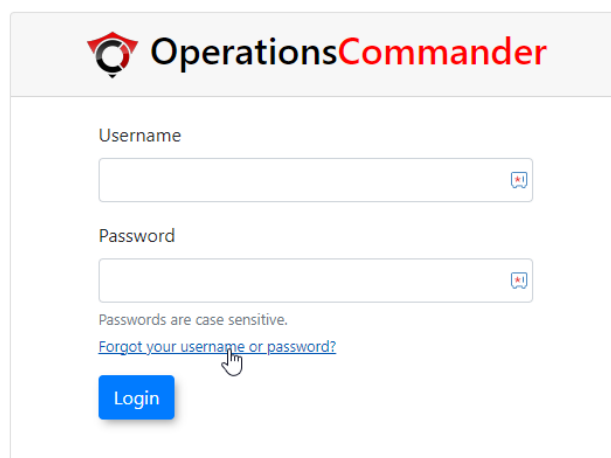# Resetting an Administrators Password
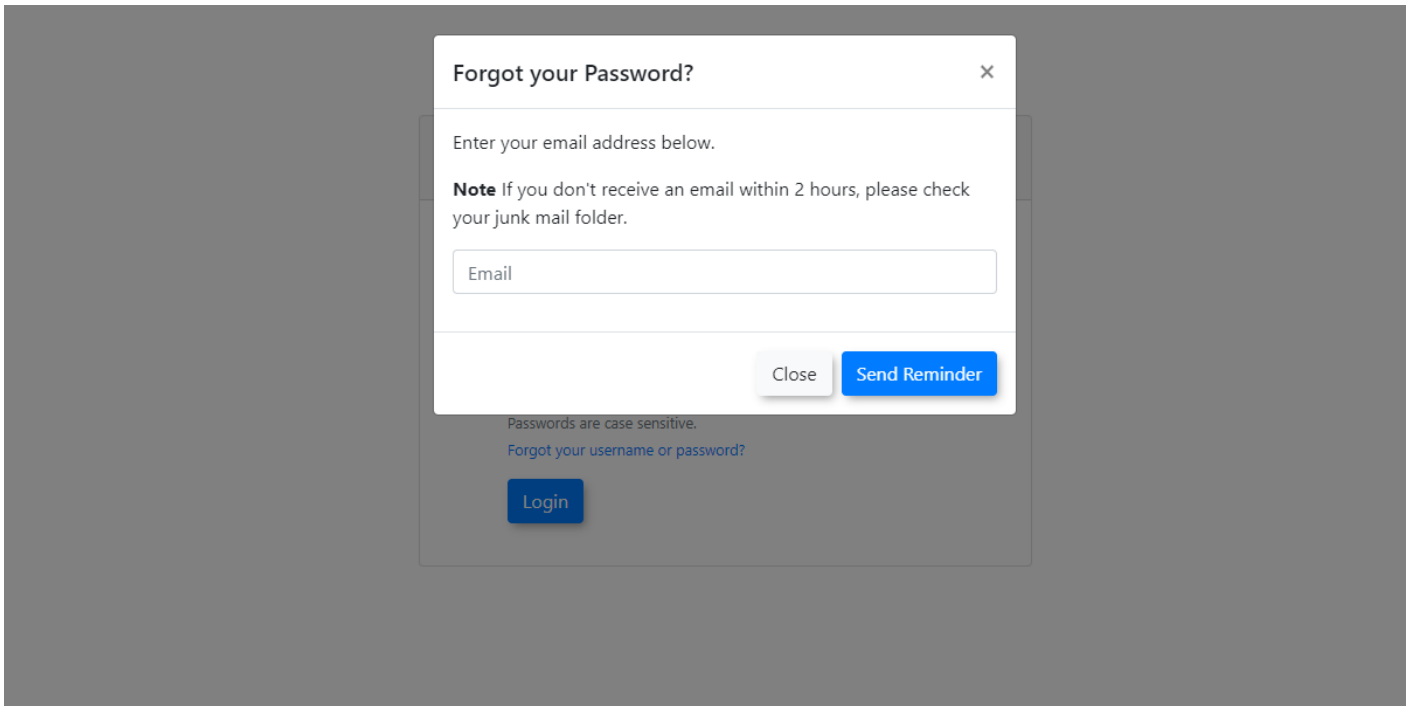
Ressetting a Forgotten Admin Password

From the Admin Login page click on **Forgot your Username or Password** to begin the process.
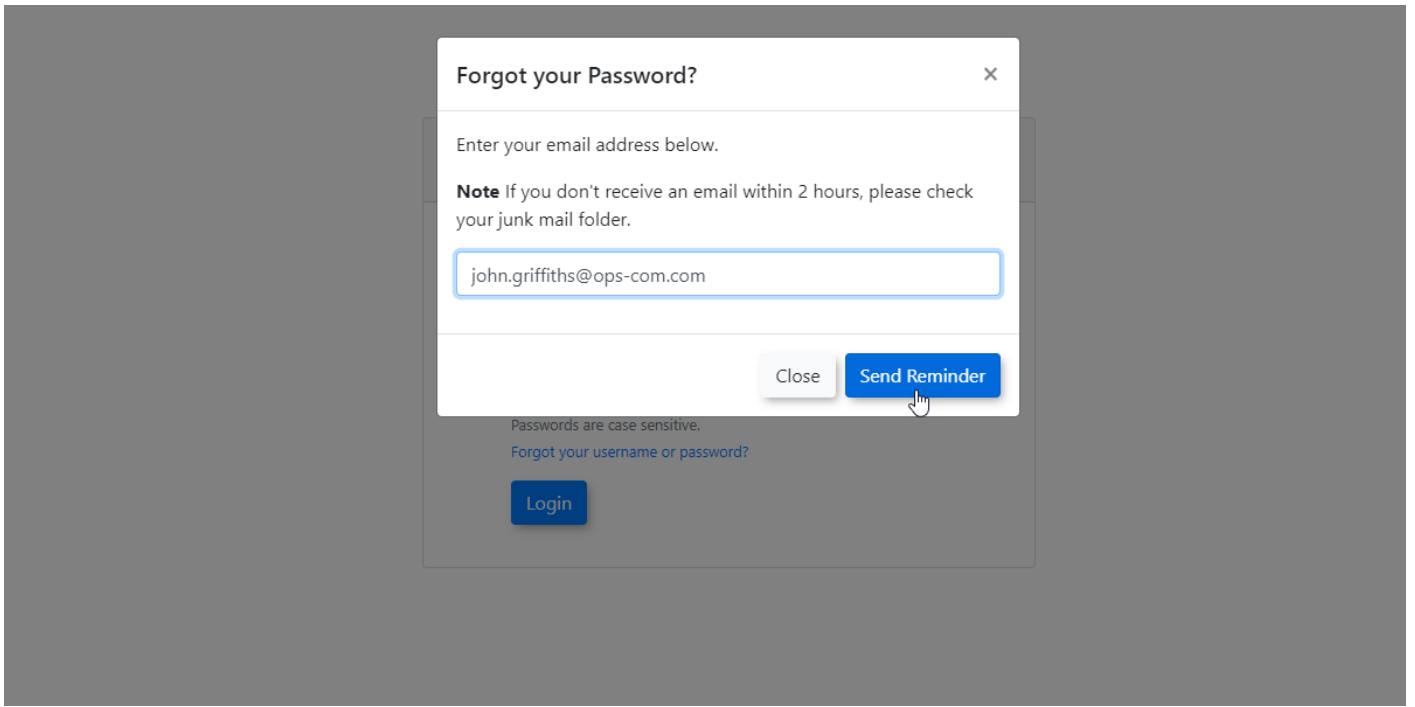

You will be prompted to enter your **valid email address**. This address must match the currently one that exists on the Admin user's Profile.
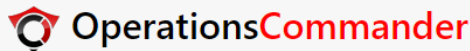
Once you have entered the email address click on **Send Reminder** to proceed.

The screen wil refresh and you will get a message indicating an email has been sent with a reset password link included.

We have emailed your password reset link! ✕

This is a sample of what that email could look look like. This email can be edited and configured in **Email Templates**. See **Lost Passwords.**

Tomahawk University Parking Services

Hello ,
Please click here to reset your password.
You may change your profile at the following location:
https://demo.parkadmin.com

This footer will appear on all outgoing Payment Emails Thank you for the payment of your Parking Permit or Violation. By purchasing this permit you have agreed to the terms and conditions prior to moving on to the permit purchase section. Permit distribution: Permits are mailed out on the 15th of the month to your selected mailing address. If you wish to pick it up please contact parking@yourschool.com and quote your name and permit #. Any permits purchased after the 15th can only be picked up at the office. You may pick up your permit at the Parking Office between 9:00 am and 3:00 PM Monday to Friday. If you have any questions please contact The Parking Office 855-410-4141

The email link will take you to an interface where the admin will enter the email address discussed above and a new password.
The new password is required to be entered twice for confirmation.

Once a new password is chosen and entered, click on **Reset Password** to complete the process.

The admin will now be able to log in using the new password they entered.

OperationsCommander
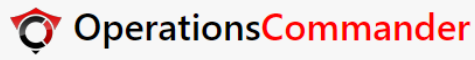
Username

Password

Passwords are case sensitive.

Your password has been reset!

Forgot your username or password?

Login

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