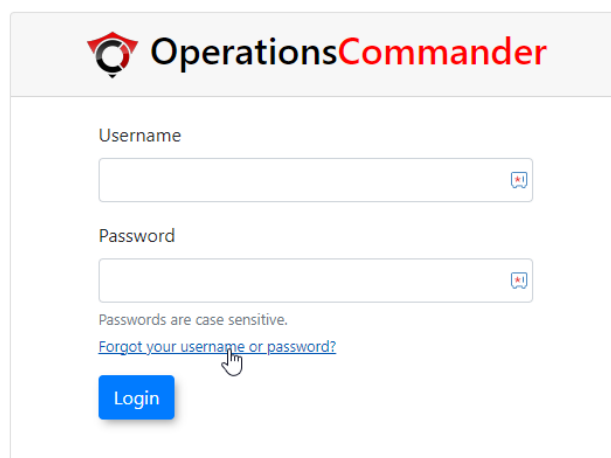


# Resetting an Administrators Password

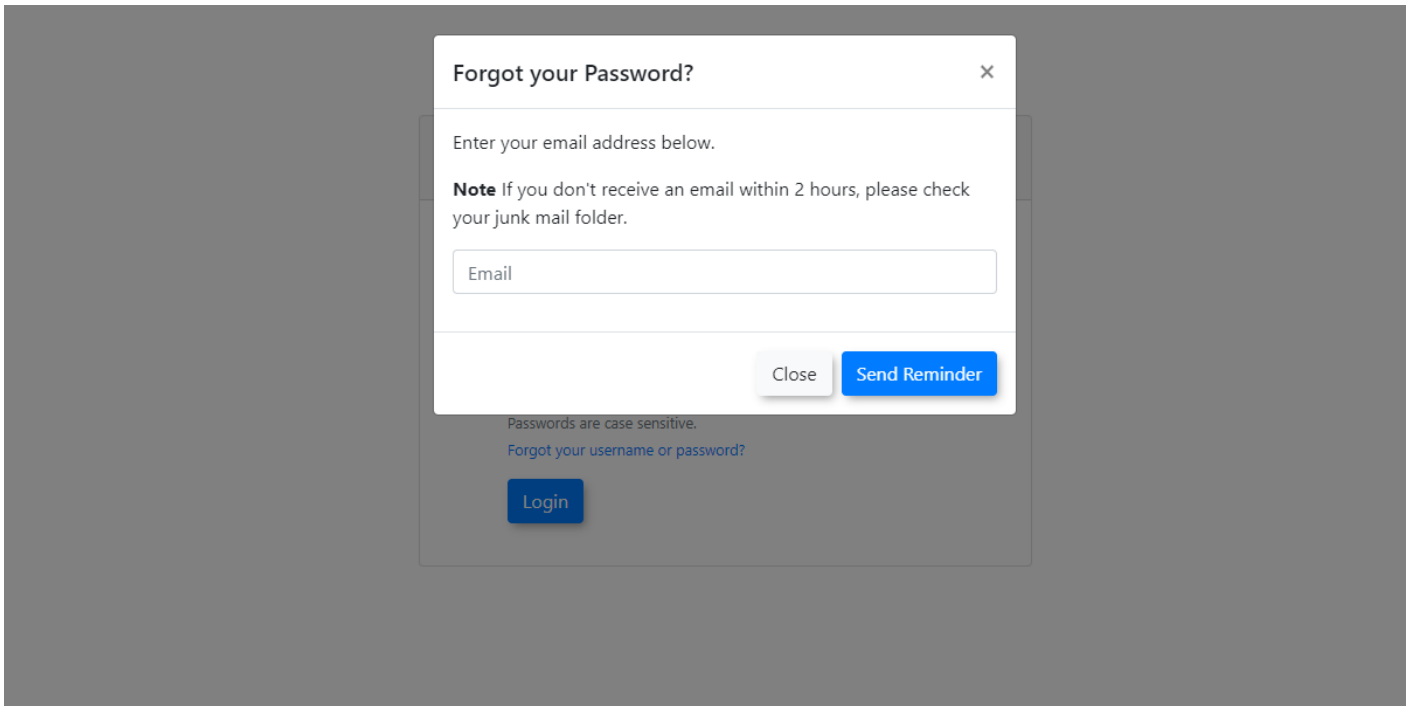
## Resetting a Forgotten Admin Password

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

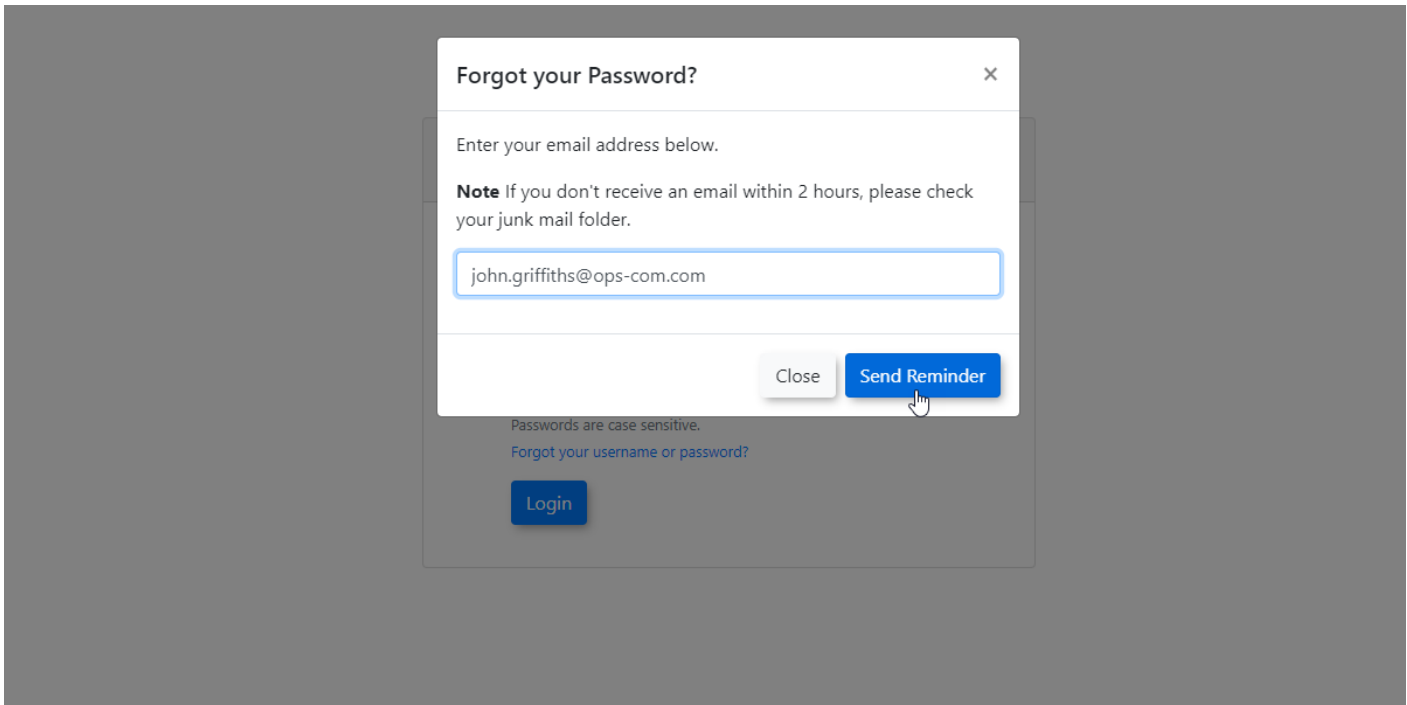


The image shows the OperationsCommander Admin Login page. At the top is the logo, which consists of a red and black circular icon followed by the text "OperationsCommander" in black. Below the logo are two input fields: "Username" and "Password". Each field has a small red and white icon on the right side. Below the "Password" field, there is a note that says "Passwords are case sensitive." and a blue hyperlink that says "Forgot your username or password?". A mouse cursor is pointing at this link. At the bottom of the form is a blue button with the text "Login".

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.

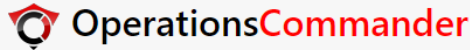


Once you have entered the email address click on **Send Reminder** to proceed.



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!



Username

Password

Passwords are case sensitive.

[Forgot your username or password?](#)

Login

This is a sample of what that email could 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](mailto: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.

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Reset Password

Email

email@domain.com

Password

Password

Confirm Password

Password

Reset Password

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

---

Reset Password

Email

john.griffiths@ops-com.com

Password

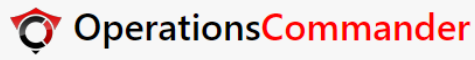
.....

Confirm Password

.....

Reset Password

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



Username

Password

Passwords are case sensitive.

Your password has been reset!

[Forgot your username or password?](#)

Login

Revision #2

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