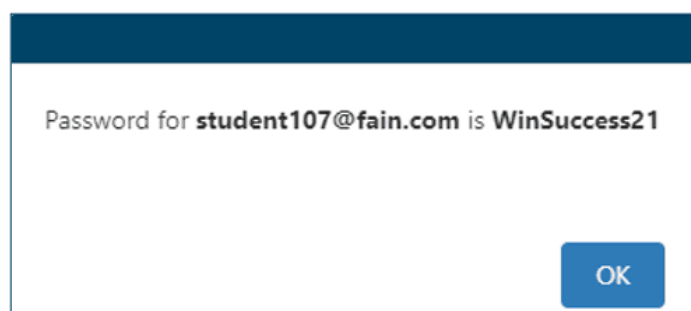
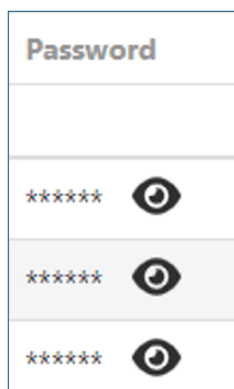


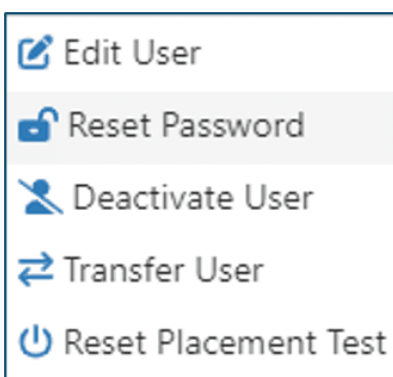
# WIN Career Readiness System: Passwords

[winlearning.zohosites.com/WIN System/crs-passwords](http://winlearning.zohosites.com/WIN_System/crs-passwords)

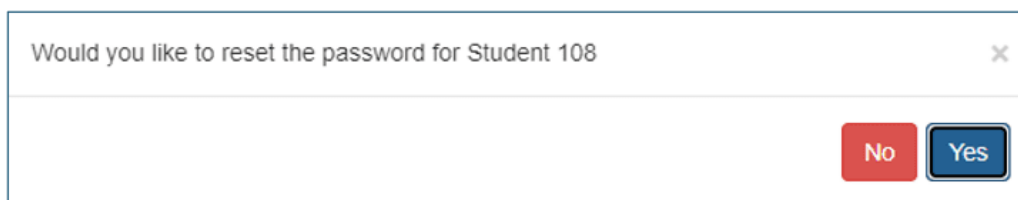
To view a user's current password, search for them in User Administration and click on the eye icon in the Password column. A window will open displaying the user's password.



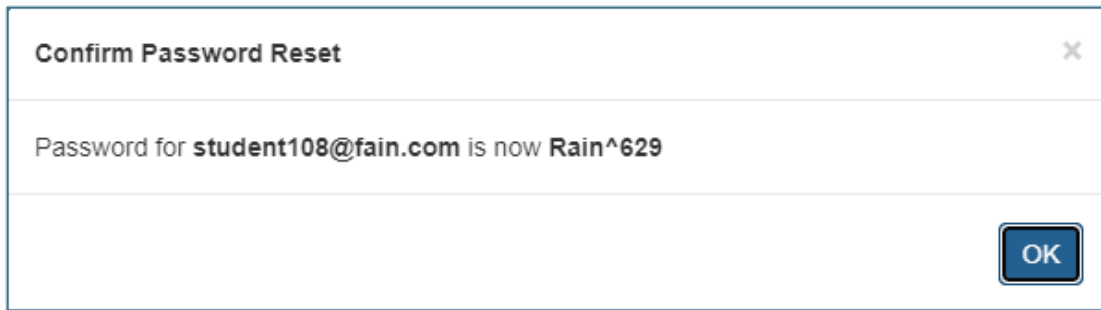
To reset a user's password, search for the user in User Administration, then click on the gear icon next to the user's name and click Reset Password.



A window will open confirming that you want to reset the user's password. Click Yes.



The system will generate a password and a window will open displaying the user's new password. Click OK to close.



Passwords are between 8 and 16 characters and must contain at least one lowercase letter, one uppercase letter, one special character (!, #, \$, etc.), and at least one number. Passwords cannot contain the word "password" or the user's first name, last name, or username. Existing passwords cannot be reused.

