Participant Login Management

The Participant Login Management Page will allow you to see the account status for each of your members. It will also display the current email recorded under the member's record. To access Participant Login Management, please follow the steps below:

The screen below will appear:

Menu Heading	Menu Item
People	Participant Login Management

To send 'Active Members' an email to change their password:

- Select the relevant Person Role. If you are unsure select Any Role
- Fill in the Name, Email or Participant ID if you are a specific person
- Select Active from the Account Status drop down list
- Click on Filter – only those with an Active account will appear on your screen
- In the Actions drop down list select Send Reset Password Link
- Tick Select All or individually select the relevant records
- Click Perform Action

Note: the password links sent in the email is only valid for two hours from the time it is sent.

To change an 'Active Members' password as an administrator (this action cannot be done in bulk):

- Select the relevant Person Role. If you are unsure select Any Role.
- Fill in the Name, Email or Participant ID for that specific person.
- Select Active from the Account Status drop down list.
- Click on Filter.
- Expand the record via the arrow on the left hand side of the profile.
- Click Change Password link.
- Once the page refreshes scroll down to the record to see the new password generated on screen.

Note: this password is not temporary and can be used by the participant until they wish to change it.

To send all members with 'No Account' their login details:

- Select the relevant Person Role. If you are unsure select Any Role.
- Select No Account from the Account Status drop down List.
- Click on Filter – only those with a No Account status will appear on your screen.
- In the Actions drop down list select Send Login Invite.
- Tick Select All or individually select the relevant records.
- Click on Perform Action.

Note: the login invite link sent in the email is only valid for seventy-two hours from the time it is sent.