

Changing User Portal Passwords & Voicemail PINS

Changing/Resetting User Portal Passwords

Search for the user – Go to “Passwords” on the Home Screen of their Portal

Set Web Access Password: (User Portal Password)

Passwords

Passwords allows you configure your passwords for the web portal and/or portal.



The screenshot shows the 'Passwords' configuration screen. At the top, there are three buttons: 'OK', 'Apply', and 'Cancel'. Below them, there are two radio button options: 'Set web access password' (which is selected and circled in red) and 'Set portal password'. Underneath, there is a 'Reset Password' section with two input fields: '* Type new password:' and '* Re-type new password:'. At the bottom, there are three buttons: 'OK', 'Apply', and 'Cancel'. A red box on the right contains instructions: 'Click Set Web Access Password', 'Type in a new password', 'Re-type the new password', and 'Click APPLY'. Red arrows point from these instructions to the corresponding elements in the screenshot.

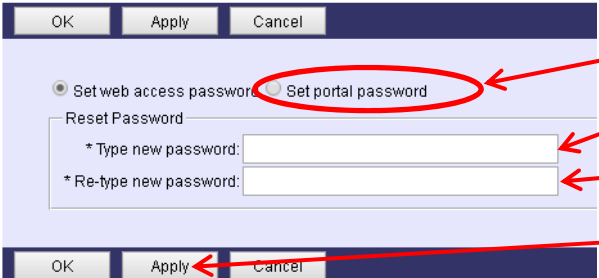
Resetting Voicemail PINS

Search for the user – Go to “Passwords” on the Home Screen of their Portal

Set Portal Password: (Voicemail PIN #)

Passwords

Passwords allows you configure your passwords for the web portal and/or portal.



The screenshot shows the 'Passwords' configuration screen. At the top, there are three buttons: 'OK', 'Apply', and 'Cancel'. Below them, there are two radio button options: 'Set web access password' and 'Set portal password' (which is selected and circled in red). Underneath, there is a 'Reset Password' section with two input fields: '* Type new password:' and '* Re-type new password:'. At the bottom, there are three buttons: 'OK', 'Apply', and 'Cancel'. A red box on the right contains instructions: 'Click Set Portal Password (VM PIN#)', 'Type in a new password', 'Re-type the new password', and 'Click APPLY'. Red arrows point from these instructions to the corresponding elements in the screenshot.