How to Guide Change a Password for a Staff Member

Applies to: ☑Standalone Conference Manager System Admin and Office Admin
                 ☑PowerSchool Conference Manager System Admin and Office Admin

Staff members are able change their own password by clicking the "Forgot your Username or Password" link, which is located immediately below the log-in button on the staff login page. However, a System Admin or Office Admin user can manually change a password for a staff member by following the steps below.

1. Click on the STAFF tab.
2. Click the EDIT button to the right of the name of the staff member whose password you want to change.

3. Enter the new password and confirm the password in the dialog box.

4. Click the SUBMIT button at the bottom of the window.