Reset a Password or Unlock a MSIS Account

To reset a password or unlock an account:
SECURITY=>Reset Password/Unlock User

When the form comes up, Click the tab (Authorized Users). It may take a few minutes.

You will only see your district and school authorized users.

District users will have a check in the box beside their name. Highlight the person’s name.
The second box will show you all the roles assigned to the user.

![Roles Assigned](image)

The last box will show you their login name. Highlight the name in the first box (list of all users) then click **RESET PASSWORD** button or **UNLOCK ACCOUNT** button.

![Highlight Name](image)

The new password requires a minimum of 8, first character must be an alpha character and you must have at least 1 numeric character "a2345678910a" with no special characters.