

TEXAS 4HONLINE COUNTY MANAGER GUIDE RESET FAMILY PASSWORD

https://youtu.be/msC tfAQS0Q



- Click on the magnifying glass at the top of any manager screen.
- Type in the family's last name or email address.
- Click the family's name from the list on the left side.
- Click the blue View button.

Chine		=> ्	
Home Settings	Member Search	Create	Family
Managers			
Members	Smith		
Participation	Name, Primary Pho		
Registrations	00william Smith - Family	View	ITS

• Click the Family link in the navigation pane on the left side of the screen.

Online			
Member List			
Family	- Cmith		

Click the red Reset Family Password button.

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Member List			
Family	Reset Family Password		
Events			
Credit Cards	Family	Edit	

- The temporary password will appear in a pop-up window. Share displayed the case sensitive password with the family. They will receive an email to reset the password as well.
- Click the blue Confirm button to close the screen.

Password Reset Successful		×
Password has been reset to: 4Qc7n!zK\$Wi1		
	Confirm	Cancel

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