How to Generate Password Reset Codes in WIN Career Readiness System

Hello, and welcome to the WIN Learning how to video series. Before we start, please note that the products, login, URL access, and person types you see in this video may be different from what you see in your portal, but the functions are the same.

Welcome to your quick start guide for password reset code.

The ability to view learner passwords has been completely removed from the system in both class management and user administration.

Facilitators who need to share login information with their students now have the ability to generate a temporary password code. This will allow learners to log in where they're prompted to change their password.

The password reset codes can be generated in class management and user administration.

Key features are in class management, facilitators are able to designate a time period in which the codes are valid. So they could generate codes and print codes ahead of time to have them only valid during class.

Codes generated in user administration are valid for two hours.

Codes can be generated one per PDF sheet or multiple in a sheet.

To generate password reset codes in class management, we want to press on to admin, then class management. We wanna locate the class that the user or users are in. We can generate codes for the entire class or just users selected.

Then we locate the password reset code button, and we can generate password reset code for all or the one selected.

A dialogue box will appear with a confidentiality notice and options for generating the password reset code. Read all the text in the dialogue box and accept the confidentiality notice by hitting I understand and agree.

The start time defaults to the current time. Valid for hours defaults to two hours.

Select the start time for your password reset codes to become valid. Start times cannot be set in the past or before the current time.

Valid for hours is the time limit that the password reset code will be valid from the set time. The maximum time valid for is eight hours.

For users who will need their password reset code greater than eight hours after the start time, the start time will have to be adjusted.

For example, if a user or class will need a password reset code the date after they're generated, the start time should be adjusted to the next day.

Next, we will select our PDF layout. Multiple codes per page will print up four codes per page. Note, these must be separated and distributed to the learners individually. One code per page will print one learner's access code per page for easy distribution.

And then we press generate.

Your PDF can be found in your downloads folder. Print this PDF and distribute it to your learners. PDFs containing password access reset codes should be treated as secured documents and stored in a secure location.

Next, we'll go over user administration.

We will search a student. We would select the gear and generate password reset code.

We have to select I understand and agree, and then we can generate.

For the student to use the code, they will navigate to the web page, press on to have password reset code. They will enter their username as well as that access code. Submit, and they will be prompted to reset their password.

Thank you for watching this WIN Learning how to video. If you have any questions or need assistance, please contact the WIN Learning support team at 888-717-9461, option 3, or email support@winlearning.com.