

MYBGCA

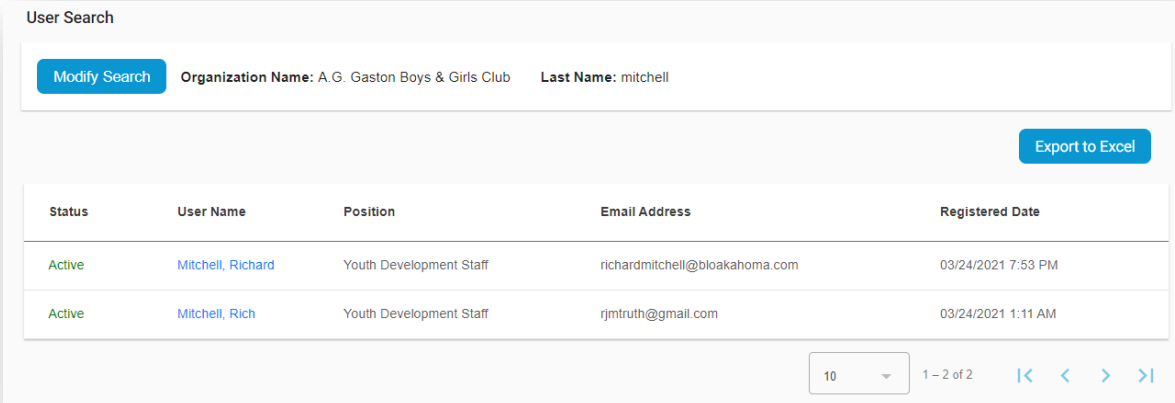
HOW TO RESET PASSWORD CEO GUIDE

Please use the following guide when resetting the password for an account within the myBGCA portal.

Overview

This new feature is the most requested feature. Our new platform allows CEO's and Delegates the ability to reset the password for anyone associated with your local Organization.

- Login to the Portal
- Click on the option "User Search"
- Use the custom search to locate the user in question.
 - You can search by email address, last name, first name or any combination if desired
- Results will appear as follows:

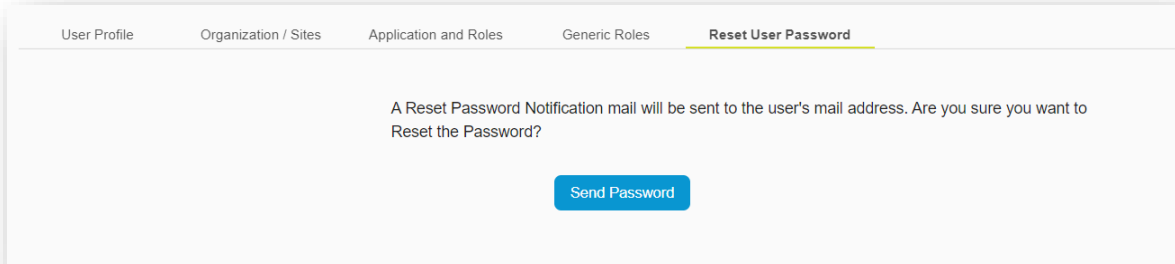


The screenshot shows the 'User Search' interface. At the top, there is a search bar with a 'Modify Search' button. The search criteria are 'Organization Name: A.G. Gaston Boys & Girls Club' and 'Last Name: mitchell'. An 'Export to Excel' button is located in the top right corner. Below the search bar is a table with the following data:

Status	User Name	Position	Email Address	Registered Date
Active	Mitchell, Richard	Youth Development Staff	richardmitchell@bloakahoma.com	03/24/2021 7:53 PM
Active	Mitchell, Rich	Youth Development Staff	rjmtruth@gmail.com	03/24/2021 1:11 AM

At the bottom right of the table, there is a pagination control showing '10' items per page, '1 - 2 of 2' total items, and navigation arrows.

- Click on the name of the account needing the password reset.
- Select "Reset User Password" from the navigation:



The screenshot shows the 'Reset User Password' confirmation screen. The navigation tabs at the top are 'User Profile', 'Organization / Sites', 'Application and Roles', 'Generic Roles', and 'Reset User Password'. The main content area contains the following text:

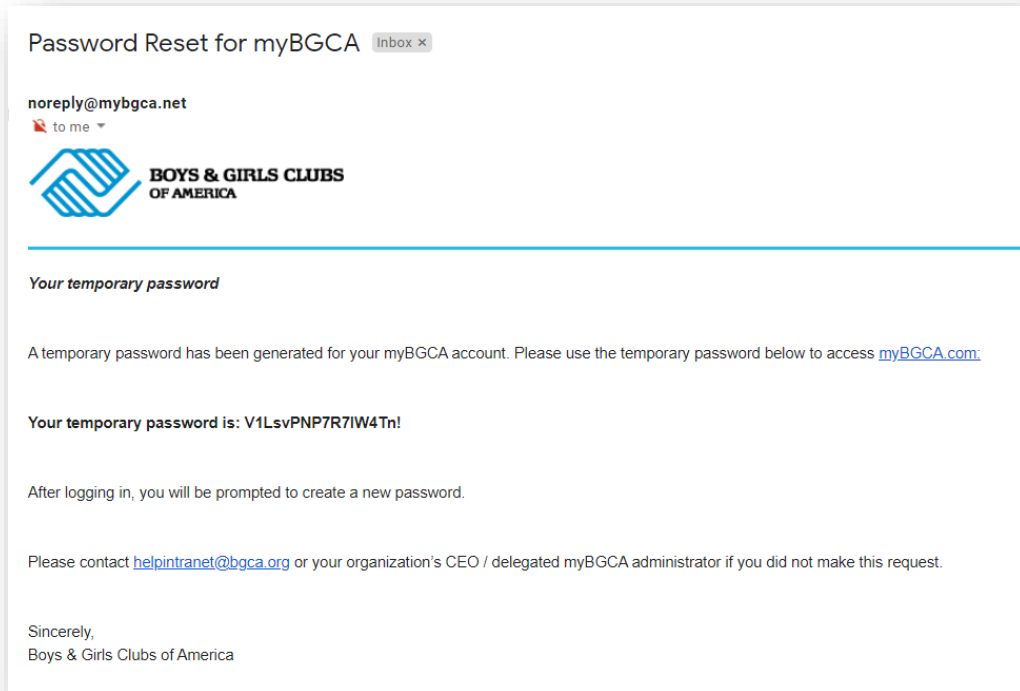
A Reset Password Notification mail will be sent to the user's mail address. Are you sure you want to Reset the Password?

At the bottom center, there is a blue 'Send Password' button.

- Click the "Send Password" button.

For account support, please reach out to your CEO or HR person.

- The account holder will be sent an email:



The account holder will use the password when they next login. They will then be prompted to update their password.

For account support, please reach out to your CEO or HR person.