

# My teachers are receiving a message to "contact the Administrator" for a password

This message would come up if you import a password for your teachers. For these teachers, let them know what password you imported.

Alternatively, you can reset the password for all your teachers. To do so, go to the **Global Setup / Contacts Setup** page, Advanced Options, **Default Password** section. Optionally, you could change the default password setting. Then select the **Reset Admin Passwords** button to reset all passwords for your teachers.

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