

# Passwords

## Resetting Passwords for Individual Contacts

1. Navigate to the [Contacts](#) page of the Admin UI.
2. Search for the contact by name and select them in the search result.
3. Click the **Reset PW** button under the Search console.
4. The password will revert to the system default.

**Note:** The default password is found and managed on the [Global Setup / Contacts](#) page, [Advanced Options](#) section.

## Resetting Passwords for All Teachers

To perform a bulk password reset for your teaching staff:

1. Navigate to the [Global Setup / Contacts Setup](#) page.
2. Scroll to the bottom and click the **Reset PW** button.
3. When prompted for an **Administrative Level**, select **Appointment Viewer** from the dropdown menu.
4. Confirm the action to reset all passwords to the current default password listed on this page.

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