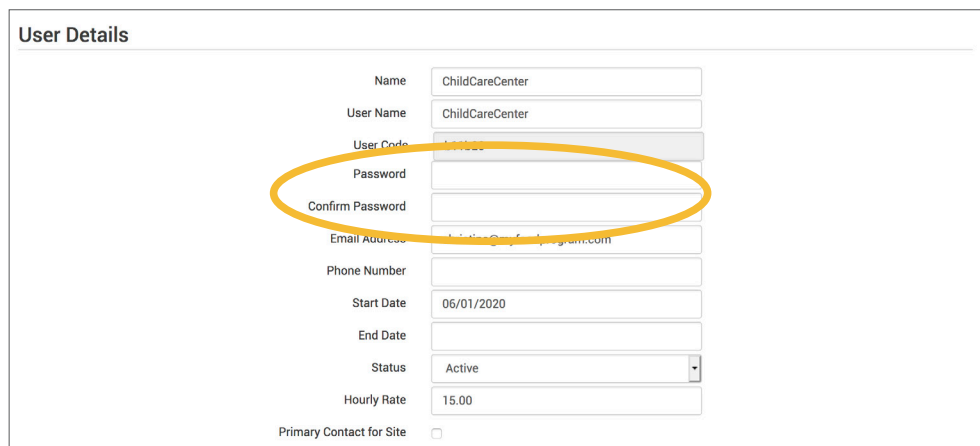


For security reasons, passwords are not viewable in the User Details. Even though you cannot see the passwords, they are stored and saved in the system in a secure format.

To change a staff member's password:

- Click on “Staff” from the main dashboard.
- Click on the name of the staff member whose password you would like to change.
- Enter the new password into the Password field.
- Re-Enter the new password in to the Confirmed Password field.
- Click “Save”.



User Details

Name	ChildCareCenter
User Name	ChildCareCenter
User Code	00000
Password	
Confirm Password	
Email Address	ChildCareCenter@myfoodprogram.com
Phone Number	
Start Date	06/01/2020
End Date	
Status	Active
Hourly Rate	15.00
Primary Contact for Site	<input type="checkbox"/>