



BEGINNER'S GUIDE TO RESETTING MULTIPLE MEMBERS' PASSWORDS

01	SELECT TI	HE MEMBERS TAB							
My Learning Zone		Organisation Management Zone							
P Organisations	Reports	E Order Licences							
🛱 OPUS Test Org	🗄 Services	Upcoming Pharmacist-led Courses	Past Pharmacist-led Courses	🗥 Members	Licences	Settings			
02	CLICK 'MA	NAGE MEMBERSH	IIP'						
Members of the Organisation:	OPUS Test Org				Back	Manage Member	ship		
Not Available* Only Members with a unique email address may be promoted to a Manager position Table Key:									
Name		Email / Username	nole 🔁 🔁 🖍		Edit Role		8		
Alpha Bravo		ab@opustest.com	🥕 🗎 🔂 Membe	er					
03	SELECT 'E	BULK RESET SELE	CTED						
		Back Actions: Create a New Membr	Manage Membership		To Members reset pass have their o	p Tip who you want words for MUS	to ST nail		





CLICK THE MEMBERS YOUR WISH TO RESET THE PASSWORDS FOR

Please Note: The greyed out user accounts are not exclusive to your Organisation. For that reason you cannot reset their password.

04

Filter V								
Alpha Bravo	Charlie Delta	C Echo Foxtrot	O Gecko Hotel					
ab@opustest.com	cd@opustest.com	ef@opustest.com	gh@opustest.com					
O Indigo Juliette	OPUS Organisation Manager	OPUS Service Manager	OPUS Test Member					
ij@opustest.com	Learning@opuspharmserve.com	service@opuspharmserve.com	member@opuspharmserve.com					
O Romeo Sierra rs@opustest.com								

