OPUS
EXPERTS IN MEDICINES TRAINING

BEGINNER'S GUIDE TO
RESETTING AN INDIVIDUAL MEMBER'S PASSWORD

INDIVIDUAL

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01 SELECT THE MEMBERS TAB

OPUS ONLINE LEARNING ZONE | My Learning Zone | Organisation Management Zone

🏛 Organisations | 📊 Reports | 📇 Order Licences

🏛 **OPUS Test Org** | 📇 Services | 🎓 Upcoming Pharmacist-led Courses | 🎓 Past Pharmacist-led Courses | 👥 **Members** | 🆔 Licences | ⚙ Settings

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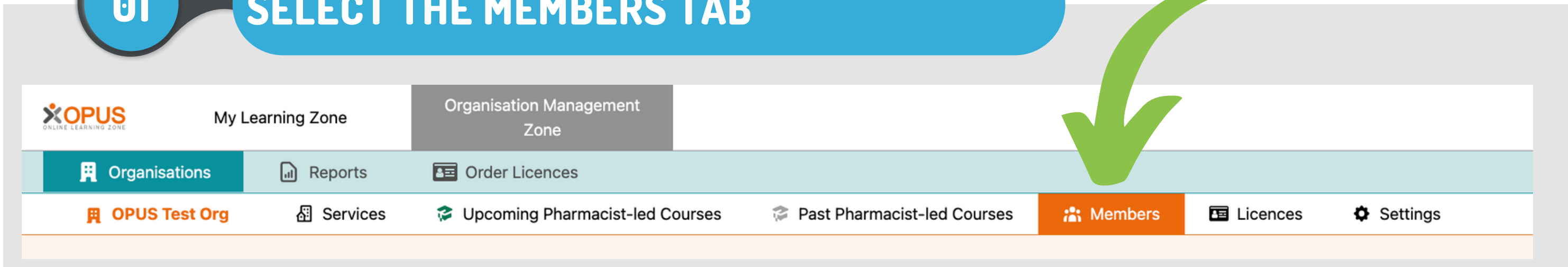
02 FIND THE MEMBER YOU WISH TO RESET THE PASSWORD FOR

Name	Email / Username	✏	📋	➕	Role
👤 Alpha Bravo	ab@opustest.com	✏	📋	➕	Member
👤 Charlie Delta	cd@opustest.com	✏	📋	➕	Member
👤 Echo Foxtrot	ef@opustest.com	✏	📋	➕	Member
👤 Gecko Hotel	gh@opustest.com	✏	📋	➕	Member

Top Tip

Select 'Filter' to search Members by name, email. courses completed, or role.

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03 CLICK THE PENCIL ICON

Name	Email / Username	✏			Role
👤 OPUS Organisation Manager	learning@opuspharmserve.com	✏	📋	➕	Organisation Manager
👤 OPUS Service Manager	service@opuspharmserve.com	✏	📋	➕	Service Manager
👤 OPUS Test Member	member@opuspharmserve.com	✏	📋	➕	Member

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04 CLICK 'GENERATE PASSWORD'

Login Details

Email

service@opuspharmserve.com

Password

`Generate Password`

Passwords must be at least 8 characters long, and contain at least 1 lowercase, uppercase and number character, and at least one of the following symbols: !@#$%^&*()+_-=>[]{};:/?.<>,`~

Confirm Password

Top Tip

You can add your own password rather than generate one.
If you want to see what your password is, click 'View Password'

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05 CLICK 'SAVE LOGIN DETAILS' TO SEND PASSWORD EMAIL TO YOUR MEMBER

Passwords must be at least 8 characters long, and contain at least 1 lowercase, uppercase and number character, and at least one of the following symbols: !@#$%^&*()+_-=>[]{};:/?.<>,`~

Confirm Password

`View Password`

`Cancel` `Save Login Details`