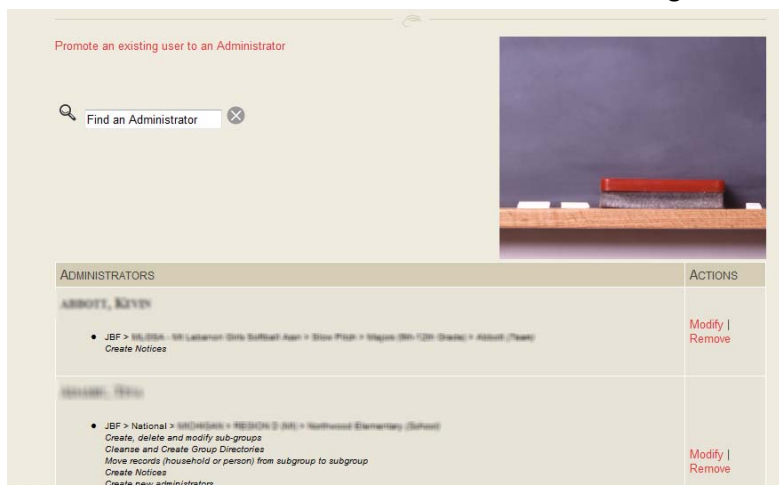


Changing Administrative Passwords

Permissions Required: Administrative: Set permission levels for existing administrators

1. You must have the correct permissions to change administrative passwords. All Master and Alternate Admins have the correct permissions.
2. Log into www.justbetweenfriends.com
3. Click on your admin tab and input your admin password.
4. Click on the button log in.
5. Choose the “Administrators” tab.
6. Click on the red words, **Modify a Group Administrator**
7. You should see a returned screen similar to the following:



8. To find your admin you may do one of the following:
 - a. Scroll down till you discover your admin. Or
 - b. Start typing the name of the admin in the “Find an Administrator” field.
9. When you find the admin you wish to change the password, click on the red word “Modify” beside their name.

10. You will now see a screen like this one:

The screenshot shows the 'justbetweenfriends' administrative interface. At the top, there is a navigation bar with 'Home', 'Groups', 'Admin', and 'Users' tabs. The main content area is titled 'EDIT A GROUP ADMINISTRATOR'. Below the title, there is a sub-header 'Use this form to edit a group administrator' and a small image of a desk. The form contains several sections: 'FIRST & LAST NAME' with a text input field; 'USERNAME' with a text input field and a note that it is the name used for logging in; 'E-MAIL ADDRESS' with a text input field; 'RESET PASSWORD' with a checkbox and a note that the new password must be at least 7 characters long; and 'CURRENT GROUPS & PERMISSIONS' which is a table with columns for 'Group', 'Permissions', and 'Remove'. Below the table is an 'ADD GROUP & PERMISSIONS' section with a dropdown menu and several checkboxes. At the bottom of the form are 'Cancel' and 'Update Administrator' buttons.

11. Place a check mark in the box beside: Reset this user's password

12. The following should appear:

This is a close-up of the 'RESET PASSWORD' section of the form. It includes the title 'RESET PASSWORD', a note that the new password must be at least 7 characters long, a checkbox labeled 'Reset this user's password' which is checked, and two text input fields labeled 'New Password' and 'New Password Verification'.

13. Type in the new password twice once in the "New Password" field and then in "New Password Verification" and then scroll down to the bottom of the screen and click on the button "Update Administrator".

14. Notify the admin of the change in password.