

How do I Resend an Invitation to a New User Account

User accounts are automatically created when a user is added to a group without previously having an account made. Doing this will automatically send an invitation to the user containing a temporary password to login with.

After initially logging with the temporary password, the user will be able to set the new password for their account. These temporary passwords will expire after a few days if the user has not set their new password.

Now, users have the ability to resend invitations to accounts with a new temporary password.

First, navigate to the Groups page (found under Administration in the sidebar) and click the manage group icon for the group the new account was added to.

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Next, a modal will appear with a grid containing the users that are members of the group. Select the user account that needs to be sent a new temporary password to login with and press the Resend Invitation to User icon. An email will automatically be sent to the selected user containing their new temporary password.

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