

## Is there an easier way to reset a candidates password?

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**Question:** A candidate emailed me telling me they can't login, I need to reset their password and send them their login information, but I don't remember how to do this. **Answer:** The quickest way to reset a candidates password and send them their login information is to do the following: - Navigate to the candidate profile. - Click the "Send Acct. Info" button in the Actions widget. NOTE: If you don't see this button then your admin account does not have the appropriate permission enabled. - A popup message will display asking if you want to reset the password and send the candidate their login information. - Click 'OK' NOTE: You can revise the content of the email sent to the candidate here: Configuration tab > Messages > Email Messages > Candidate Tab > [Candidate Account Info](#) Click [here](#) to learn how to edit a candidates account

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