

Administrator – Change User’s EDC Password

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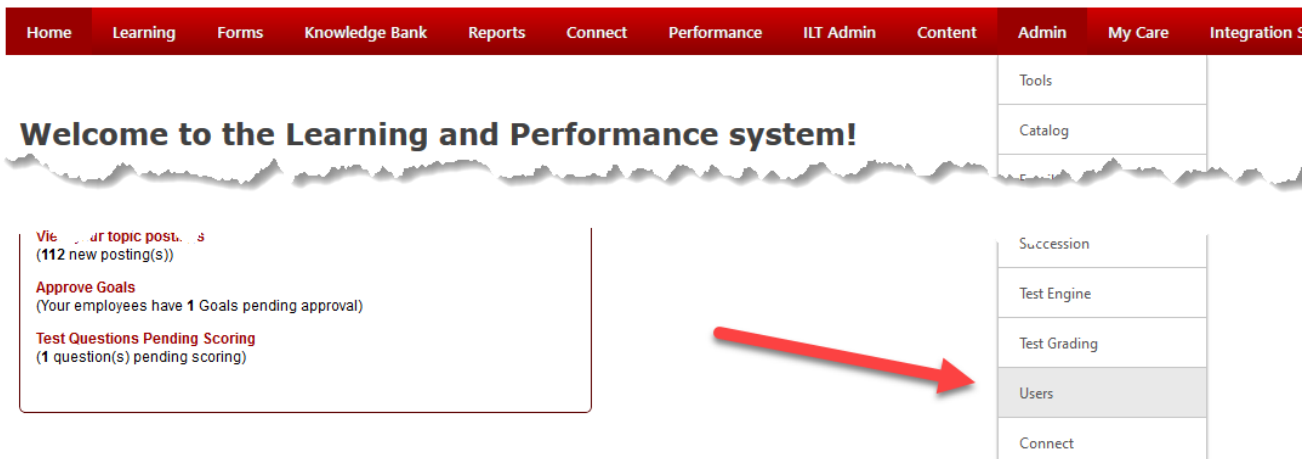
Purpose**Error! Bookmark not defined.**

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CHANGING A USER’S PASSWORD

1. Click the Admin tab of the toolbar at the top of the screen in the EDC and select Users from the dropdown.



2. On the Search Users screen, enter the user’s last name, first name, user ID, or a combination of all three to find the employee (see screenshot on next page) and click Search.
3. Find the user in the search results. Click the Action button to the right of the user’s info and choose Change Password:

User	User Name	User ID	Status	Identifier	Manager	Approver	Options
Olson, Chase	colson3	80009434	Active	65 State Personnel Organizational Dev (Agency) IT Business Systems Analyst/Coordinator (Class Code) IT Business Systems Analyst/Coordinator (Job Code/Job Title) Misty Sinsel (Manager)	Misty Sinsel		 Permissions Change Password View Transcript

4. You will be prompted to choose whether to email the employee a link to pick their own password (recommended) or to manually define a password for them:
 - o Emailing the employee usually happens within a minute or two, the link remains valid for 48 hours.
 - o When defining a password for the employee it overwrites their current password; the password you enter will work until the employee signs in and changes it

Once selected click OK to either send the email or to define the custom password.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234