



# Smarter Balanced Digital Library Coordinator Guide

## Resetting Passwords

This guide is intended to assist site test coordinators in using the Smarter Balanced Administration and Registration Tools (ART) system to reset passwords for the Digital Library.

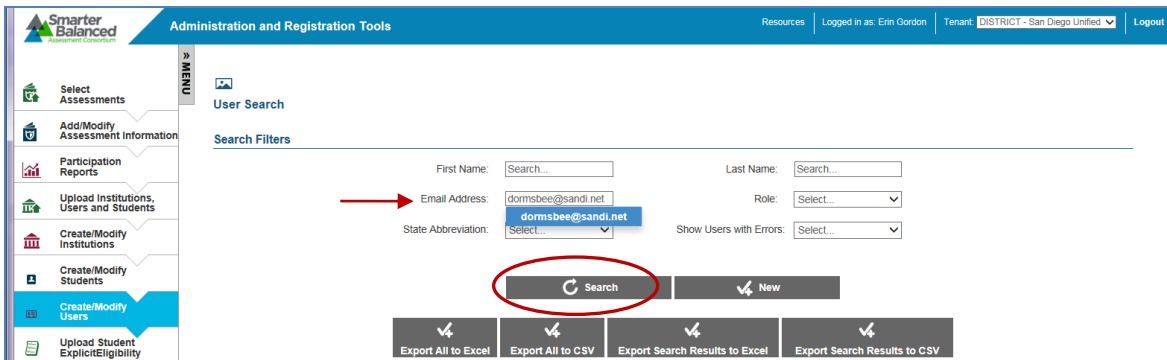
### Resetting Passwords for Users

The **“Create/Modify User”** task will enable you to add, modify, delete individual user accounts, and reset passwords. You can also use these screens to search for and export user accounts.


1. Go to: <https://art.smarterbalanced.org> and log in with your username (email) and password. Select **“Create/Modify Users”** on the ART home screen.



2. Enter the user’s email address in the **Search Filters** section. Click the **Search** tab.



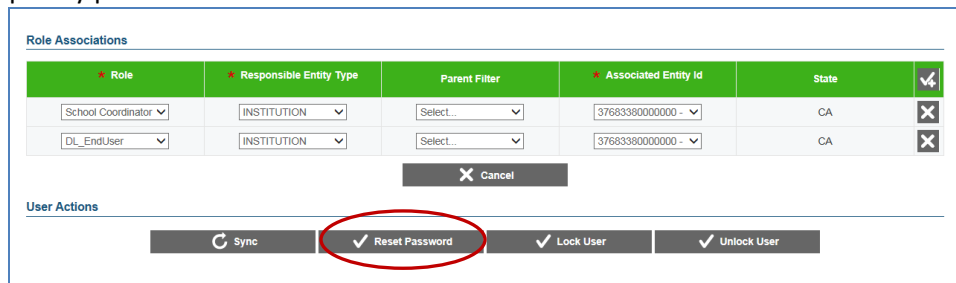
3. The search will result in the user’s information displayed below.

First Name ↓	Last Name	Email Address	Telephone Number	Role Associations				Page: 1
				Role	Associated Entity Name	Responsible Entity Type	State Abbreviation	
Denise	Ormsbee	domsbee@sandi.net		School Coordinator	San Diego Unified	INSTITUTION	CA	
				DL_EndUser	San Diego Unified	INSTITUTION	CA	

4. Click on the pencil icon next to the user’s information.



5. You will see a gray bar under the **User Actions** section. Click on **“Reset Password”**. This will generate an email from [Smarter-DoNotReply@opentestsystem.org](mailto:Smarter-DoNotReply@opentestsystem.org) to the user with a new temporary password.



6. Notify the user that they will receive another email from [Smarter-DoNotReply@opentestsystem.org](mailto:Smarter-DoNotReply@opentestsystem.org) with a new temporary password. It is imperative that users log in and set up their passwords within 24 hours.