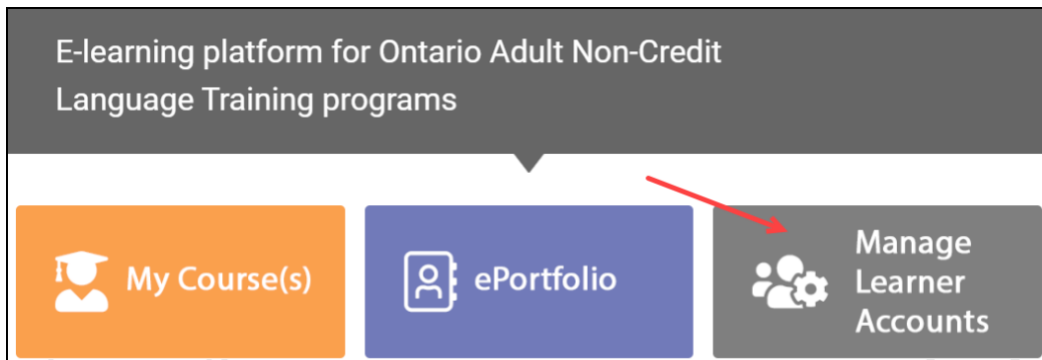


Updating a Learner's Password or Account

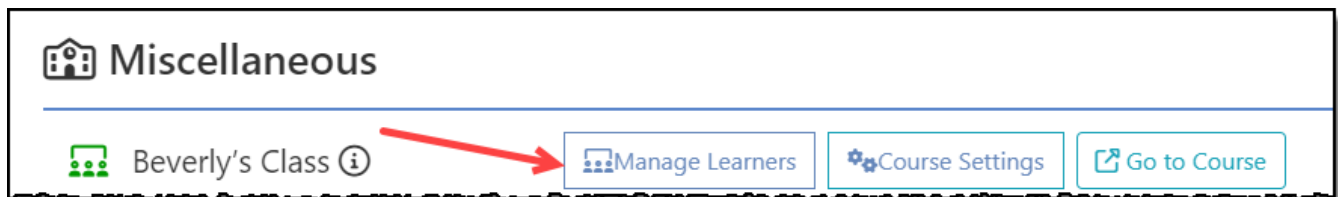
You may need to update or change a learner's password or other information on their Onyx account.

1. From the Onyx landing page, choose the **Manage Learner Accounts** button.



On the page that appears, find the name of your course (in this example, it is called Beverly's Class).

2. Click on the **Manage Learners** button next to the course name.



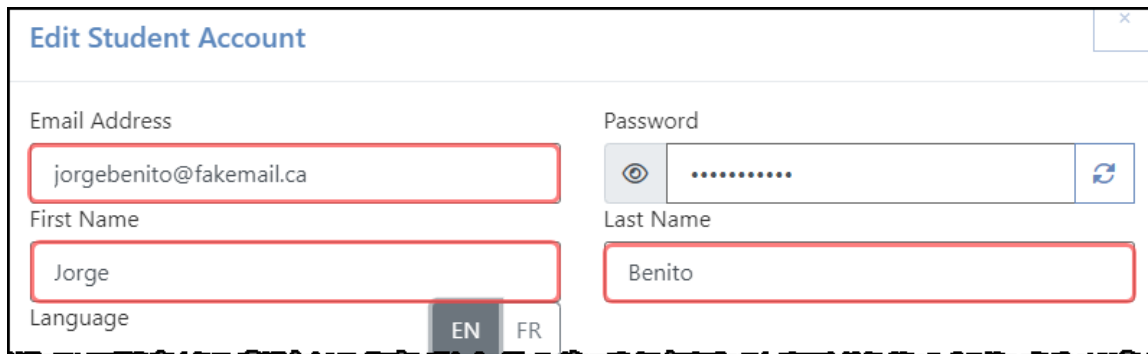
Locate the name of the learner whose information needs to change (in this example, we will use Jorge Benito).

3. Click on the **edit information** icon.



The **Edit Student Account** page appears.

4. You can update the Email Address, First name, and Last name fields by typing in the boxes.



Edit Student Account

Email Address: jorgebenito@fakemail.ca

First Name: Jorge

Last Name: Benito

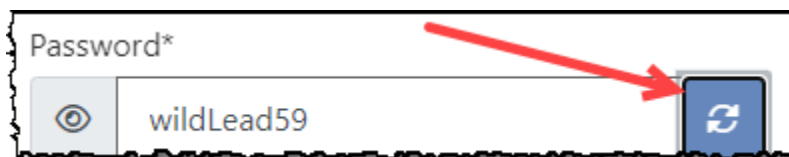
Password:

Language: EN FR

5. To reveal a password, hover over the **eyeball** icon next to the existing password.



6. To create a new password, click the **regenerate** icon (or type a password in the textbox).



7. Click the **Save User** button to complete the change/s.

