# **UNIFORM CRIME REPORTING**

#### Reset your own password

#### Set 3 challenge questions:

Click 3 ellipses/dots at top right



- Select "Profile"
- Under Challenge Questions section, select "New Challenge Question" to add.

* Challenge Questions	^
Question	
What high school did you attend?	Ð
What is the name of your first grade teacher?	Ð
What is your favorite movie?	Ð
	C New Challenge Question

- Add a minimum of 3 questions.
- Click **blue arrow** on right to update the answers to questions.

#### You can now reset

#### your own password...

 Click "Forgot Password" at login and answer the *challenge questions*, to reset password.

Username	<b>4</b>
Password	<b>a</b>
	🔩 Login

# If YOU cannot reset...

Contact your Agency's UCR Administrator.

## **Agency Admin Section**

To reset your Agency's users:

- Log into UCR system.
- Click "Agency Admin"
- Select "Users"



Locate the user under "My Users"

嶜 My Users				^
Username	🔶 First Name	🔶 Last Name	🔶 Email	View
user@email.gov	John	Doe	user@email.gov	O

- Click blue arrow to right of email.
- Scroll to bottom of User Information.
- Select "Reset User Password And Unlock Account"

C Reset User Password And Unlock Account

🖁 Save User Profile

Admin will see this message.

ome :: Agency Admin > Users > Edit User

3 The password is reset, and the account is unlocked. An email with Login Credentials is sent to the user

 User will receive an email with reset instructions from <u>NIBRShub@otech.com</u>

### If ADMIN cannot reset...

- Contact <u>NIBRS@dps.texas.gov</u>
- Or call (512) 424-2091