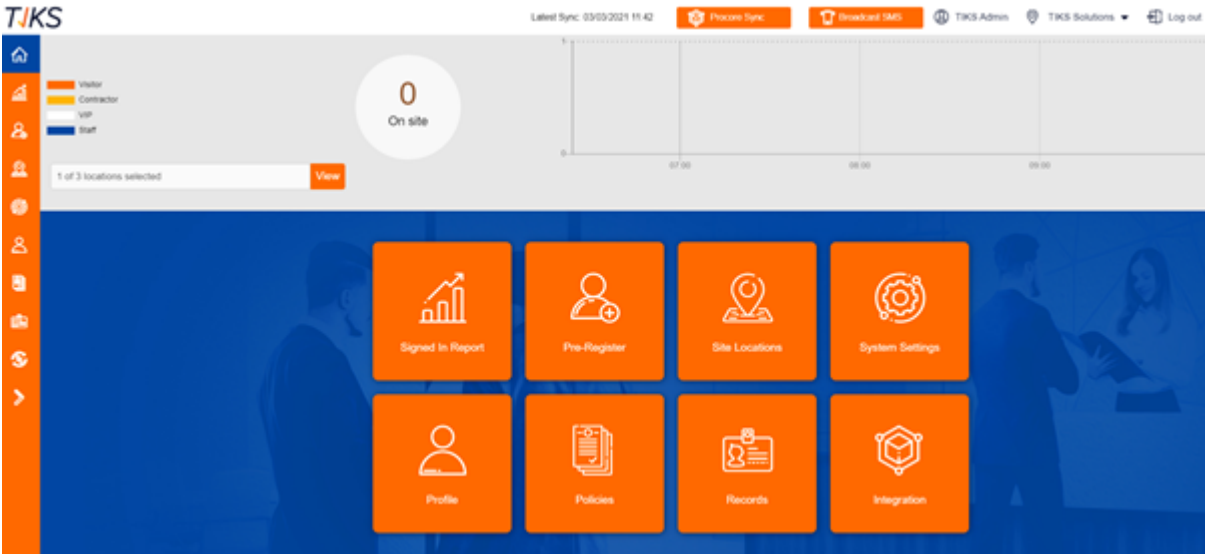
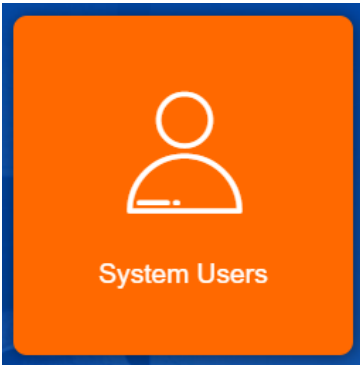


# A system user has not received or forgotten their login?

From the Admin Dashboard, click the System Settings tile.



Then click the "System Users" tile.



Go to the System users name and in the far right “Action” column there is a “Resend Login” button. Click this button to resend the login details to the user.

**System Users** 🔍

Full Name  Email  +61 Phone  Choose a role

1 of 3 locations selected Bulk Import View Matrix Register

Name	Email	Phone	Location	Permission Level	Member Since	Action
TIKS Admin	support@tiks.com.au	59306	TIKS Office [Default]	Level 1 Admin	30/11/0001	
	@tik.com.au	-	TIKS Office [Default]	Level 1 Admin	20/04/2021	Edit User Resend Login Delete User

**Note:** Remember they may need to check their junk or spam email folders if the email appears to have not been received.

Revision #1

Created 4 years ago by [Admin](#)

Updated 4 years ago by [Admin](#)