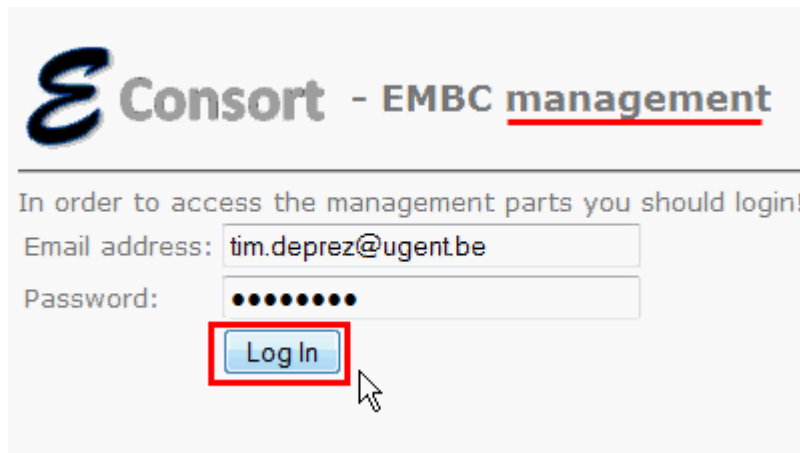


Resetting the password



The image shows the login interface for Econsort - EMBC management. At the top, the logo 'E Consort' is followed by '- EMBC management' where 'management' is underlined in red. Below this, a message states: 'In order to access the management parts you should login!'. There are two input fields: 'Email address:' containing 'tim.deprez@ugent.be' and 'Password:' containing ten black dots. A blue 'Log In' button is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

Start by logging in into the management part of your Econsort instance.



The image shows the dashboard of the Econsort - EMBC management system after login. The top header includes the 'E Consort EMBC' logo, a 'Cohorts:' section with links for [2008], [2009], [2010], and [2011], and a 'HELP Add to favorites' link. On the right, there is a search bar with a red underline, a dropdown menu set to 'applicants', and a status 'All cohorts: [checked]'. Below the header is a navigation menu with icons and labels for: Home, Applications, Students, Scholars, Users, Management, Courses, Website, Student pages, Settings, and Admin settings. The user's name 'Tim Deprez' and a '[Logout]' link are also visible.

Enter the name of the person from whom you want to change the password in the searchbox.

In this example we searched for “Pim”

add records to basket		Add paging		Remove paging			
Rows: 2						Display columns ▼ Clear	
						< Show all >	
Nr.	Name	Email	File number	Manage	Form	Submission date	
1.	Buapet Pimchanok	pnok_1986@hotmail.com	20080093		Default management form	0/0/0	
2.	<u>Pim Deprez</u>	nemys@ugent.be	20110025		application_2011_eu	08/11/2010	

This search results in the result above.

Click on that persons name, and you will go to the next screen.

Deprez Pim

View application report:
Send file by email:
View application report + evaluation box:
Select this person:

Change the form layout to: Default management form

Follow up | File | Communication | **Toolbox** | Documents | Courses

General data | Mobility | Personal data | Study data | Study Data - Year 2 | Language skills | Professional data | Financial Data application | Recommendation letters | Other information | Finances | File archive | Transferable sk

Documents arrived by post
First Year University
Second year University
Thesis subject
How is enrollment paid
Acceptance form status

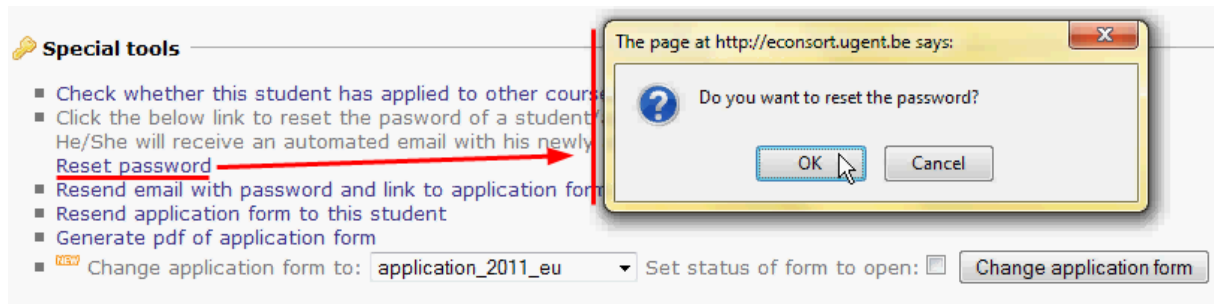
Press “Toolbox”, which will bring up the following screen:

Special tools

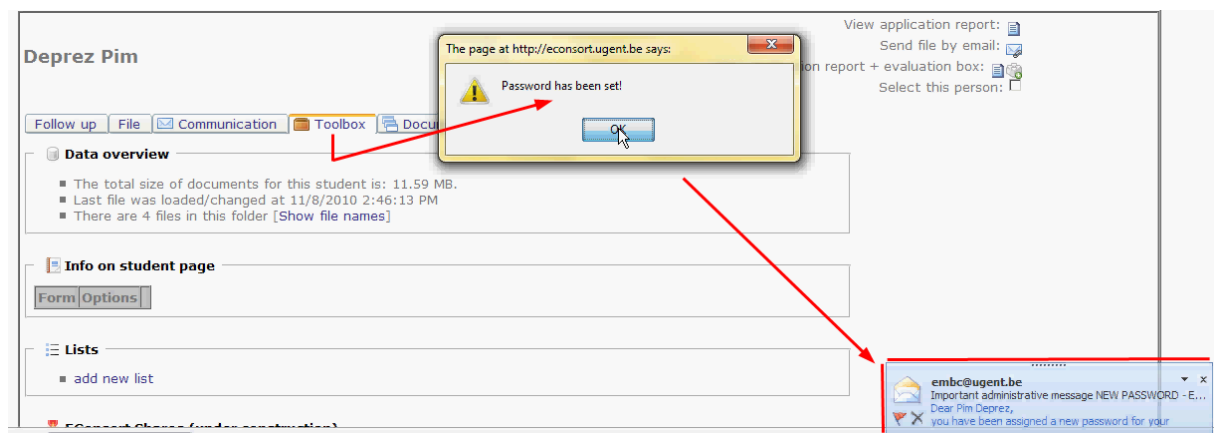
- Check whether this student has applied to other courses running on EConsort (2)
- Click the below link to reset the password of a student/applicant.
He/She will receive an automated email with his newly assigned password
- Reset password**
- Resend email with password and link to application form
- Resend application form to this student
- Generate pdf of application form
- Change application form to: application_2011_eu Set status of form to open: ☐

Press “Reset password”

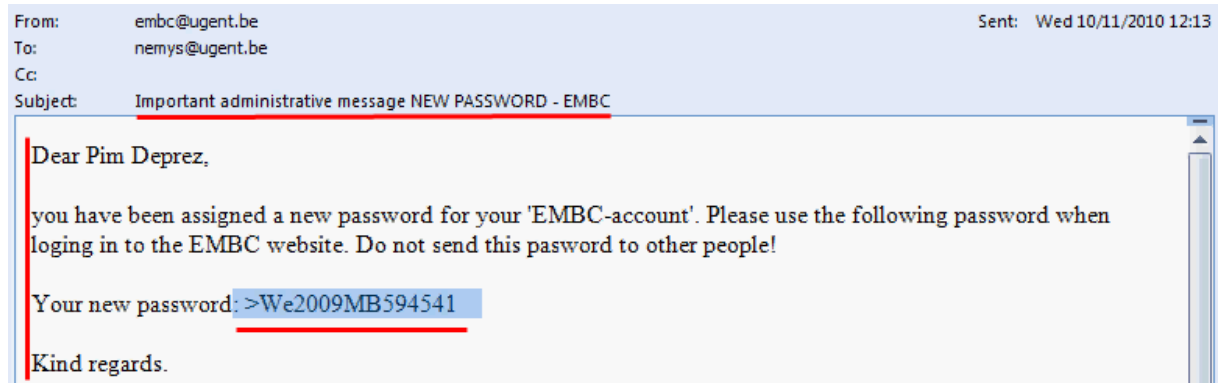
By clicking that link a confirmationbox will be shown.



By clicking “OK”, the password is reset and the password of the person regarding is reset. This person will receive an email with a newly generated password.



The email contains this data:



With the generated password, the user can log in to the system again, and change their personal password to the one they prefer.