

Reset MA User Password

It may be necessary to reset an MA User's password under the following conditions:

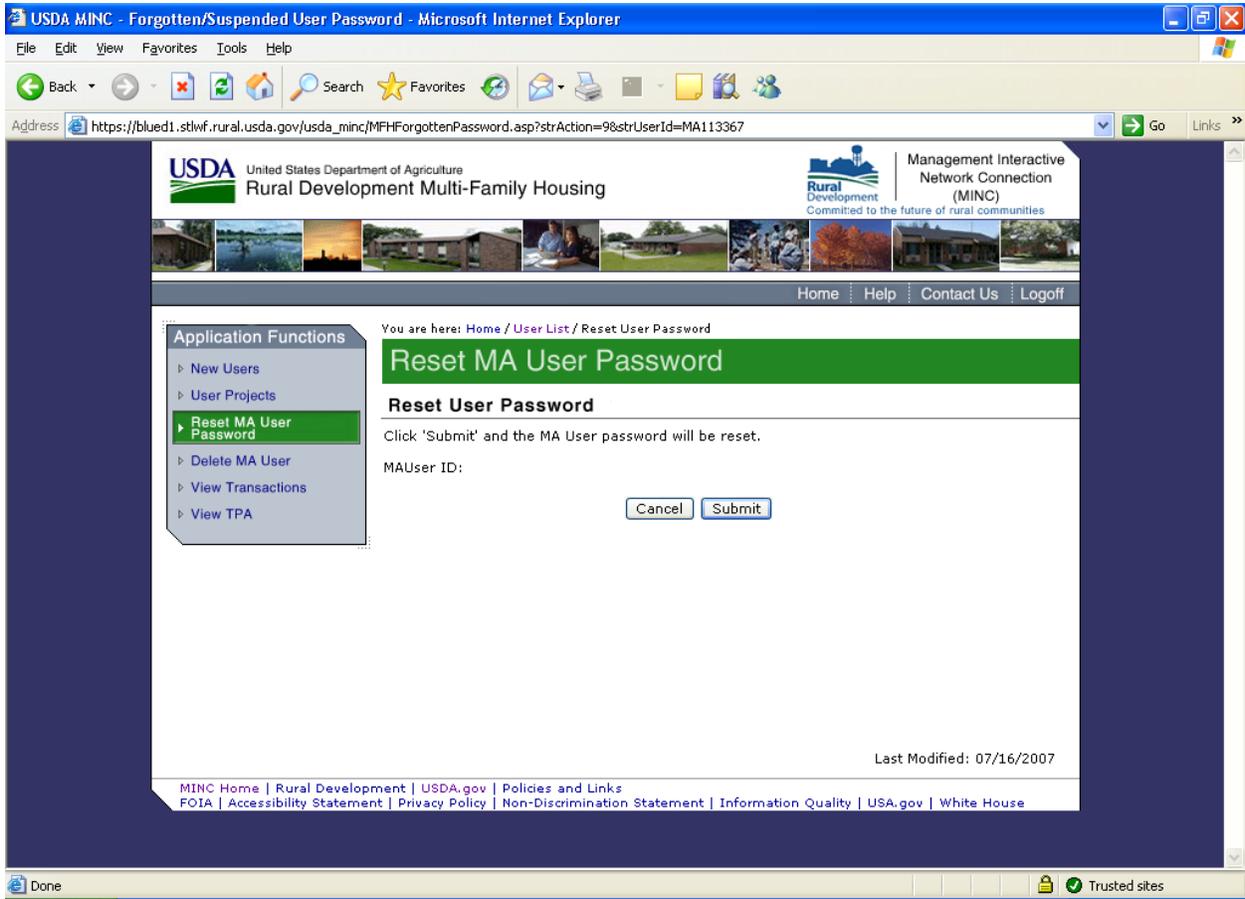
- The MA User has never accessed MINC and has lost the password to the MA User ID.
- An employee has been replaced and the MA User ID will be reused by a new employee.
- An employee has been terminated and the Management Agent wants to block access to MINC by the former employee.

Resetting the MA User's password breaks the connection of the eAuthentication login to the MA User login ID.

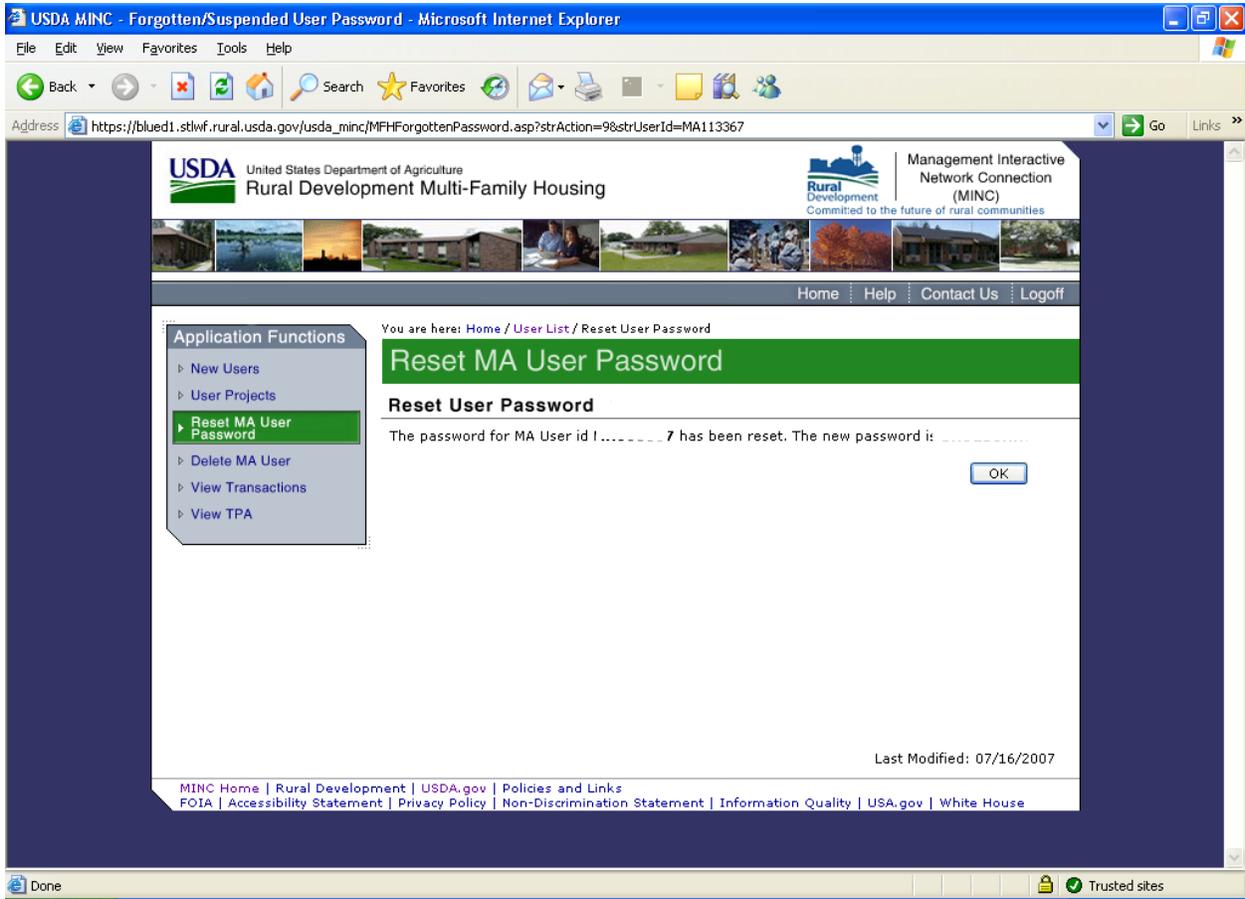
1. From the Management Agents home page, click on the Reset MA User Password link. The system displays the User List which contains the User IDs for users you have established and their names.

The screenshot shows a Microsoft Internet Explorer browser window displaying the USDA MINC web application. The address bar shows the URL: https://blued1.stlwf.rural.usda.gov/usda_minc/MFHLlistUsers.asp?strAction=9&strSource=ResetMA. The page header includes the USDA logo and the text "United States Department of Agriculture Rural Development Multi-Family Housing". The main content area features a green banner with the text "Reset MA User Password" and a "User List" section. The "User List" section contains a prompt: "Please select a MA User:". The footer includes the text "Last Modified: 07/16/2007" and a list of links: "MINC Home | Rural Development | USDA.gov | Policies and Links | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House".

2. To reset the password, click on one of the User IDs in the User List. The system displays the Reset User Password window. The MA User ID is displayed in the center of the window.



3. Click on the Submit button. The system displays the Reset User Password window, showing the MA User ID and the new password. **It is very important to record the MA User ID and password for future use.**



4. Click on OK. The system returns you to the Management Agents home page.