

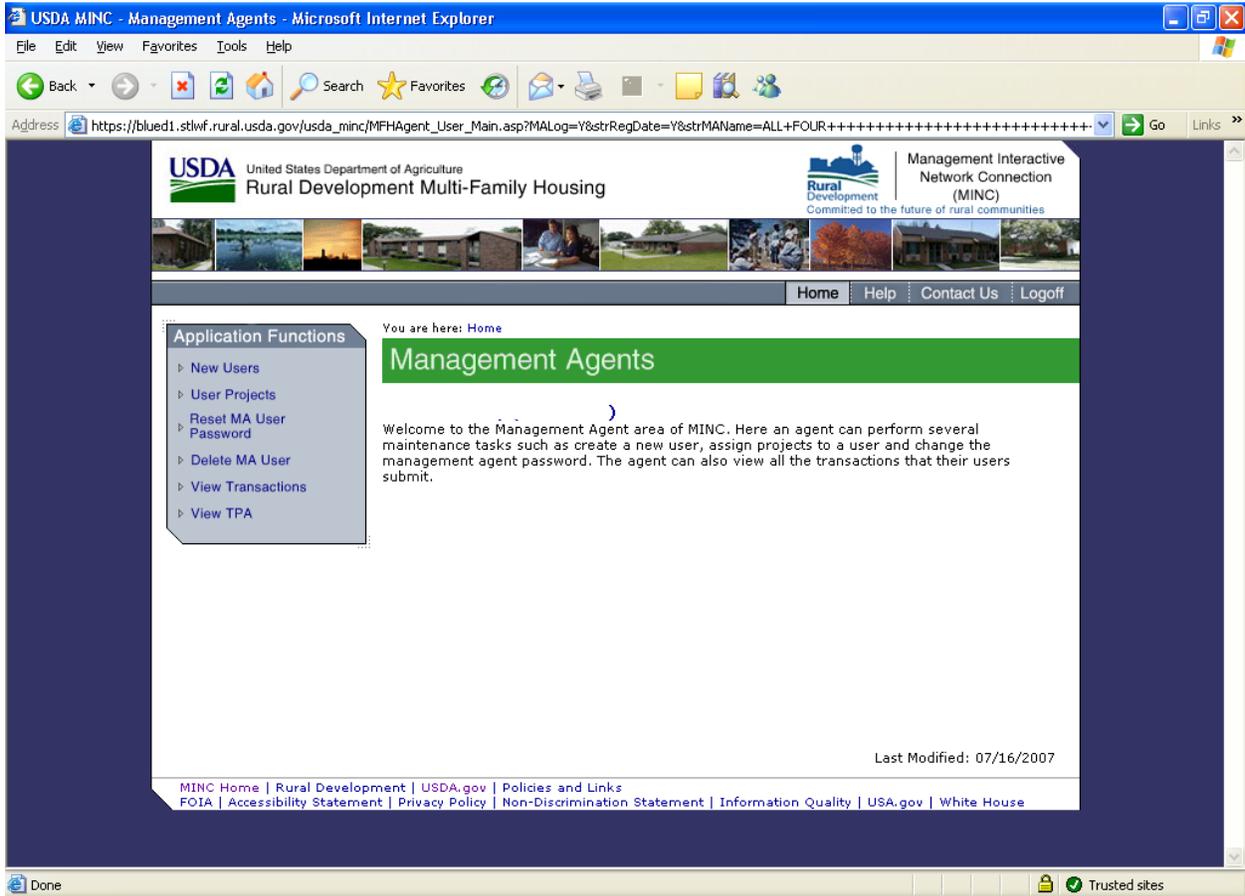


## Management Interactive Network Connection (MINC) Management Agents Reset MA User Password Help

### Management Agents Reset MA User Password Help

This document provides a high level overview of the Reset MA User Password functionality in the Management Agents area of the USDA Management Interactive Network Connection (MINC) system.

To access this function, click on the Reset MA User Password link in the Application Functions area the Management Agents web page.



- ▶ **Reset MA User Password:** Use this link to reset the MA user Password for MA users under your management agency or Service Bureau.

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.

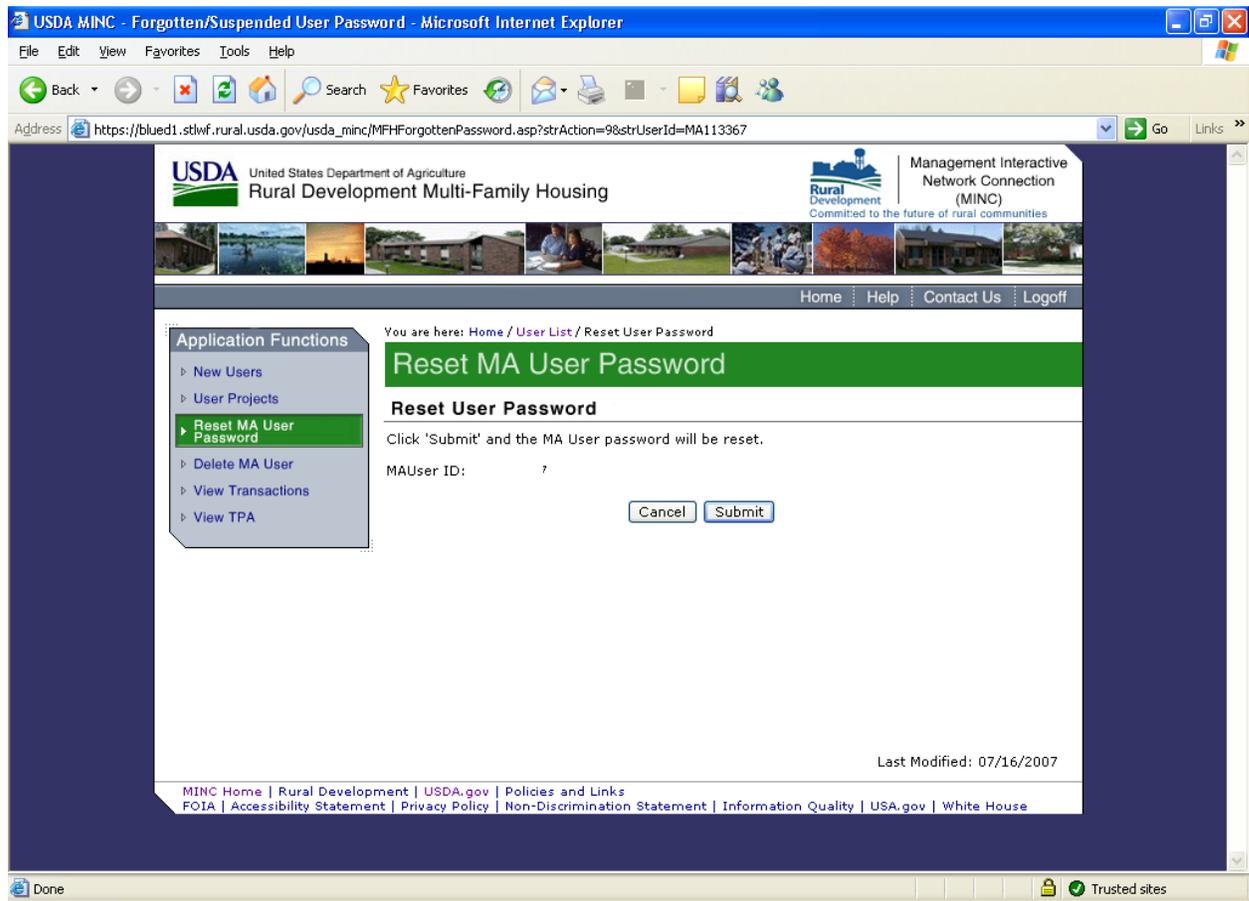
### **Resetting the MA User's password breaks the connection of the eAuthentication login to the MA User login ID.**

If you click on this link the system displays the User List which contains the User IDs for users you have established and the names of users that have been approved by USDA.

The screenshot shows the 'User List' page in the MINC system. The page title is 'User Projects' and the main heading is 'User List'. Below the heading, there is a prompt 'Please select a MA User:' followed by a table with two columns: 'User Id' and 'Name'. The table is currently empty. The page also features a navigation menu on the left with 'User Projects' selected, and a footer with various links and a 'Last Modified' date of 07/16/2007.

To reset the password, click on one of the User IDs in the User List.

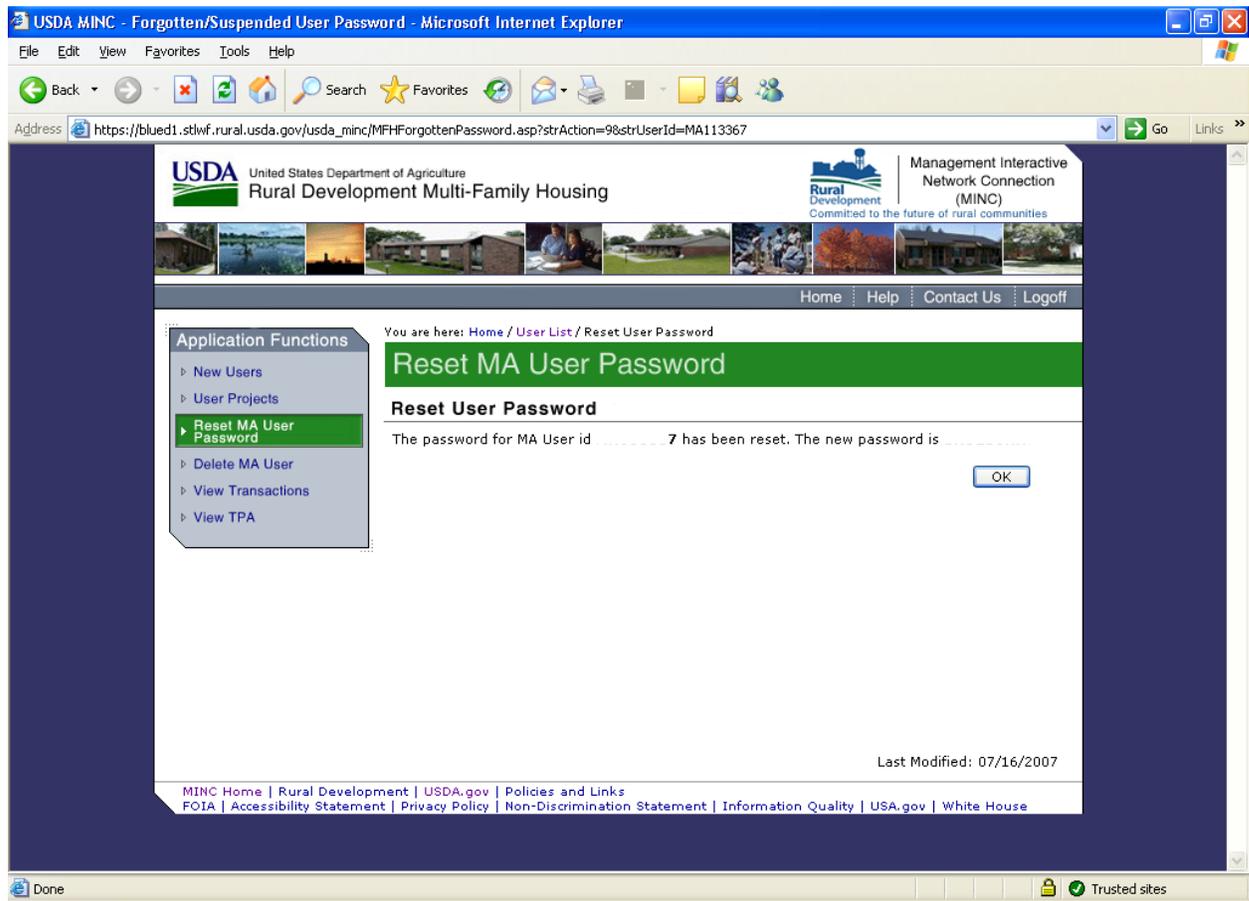
The system displays the Reset User Password window. The MA User ID is displayed in the center of the window.



Click on the Submit button.

## MINC Management Interactive Network Connection

The system displays the Reset User Password window, showing the MA User ID and the new password.



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