

eSuite Administrator Password Reset

new world ERP – Foundation



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1. Log in to the eSuite Administrator website with your eSuite administrator Username and Password:

Administration Log In

A screenshot of the 'Administration Log In' form. It has a dark blue background. At the top, the title 'Administration Log In' is in white. Below it, there are two white input fields: 'Username' and 'Password'. Under the 'Password' field, there is a checkbox labeled 'Remember Me' and a 'Log In' button.

2. Navigate to System-wide Settings > Administrator Accounts.
3. Click on the eSuiteAdmin user account. The Edit Administrator Account page will open:

Edit Administrator Account

A screenshot of the 'Edit Administrator Account' form. It has a light blue header with the title 'Edit Administrator Account'. Below the header, there is a section titled 'User Information' with a horizontal line. Under this section, there are four fields: 'Username', 'Password', 'Confirm Password', and 'Locked'. The 'Username', 'Password', and 'Confirm Password' fields are text input boxes. The 'Locked' field is a checkbox.

4. Change the Username from the default administrator name.
5. Enter a new *Password*, and enter it again in the *Confirm Password* field.
6. Click **Save**.