How to reset user passwords on Wimba

For Users:

If you have forgotten your password, click on the “Forgot your password?” link on the Wimba login page:

http://ucla.horizonwimba.com/ucla/login
Your password will be sent to you via email.

The login email address will be the email address you had on file at the time Wimba gathered the data from the registrar. Wimba will only grab the email address once, so even if you update your address with the registrar, the Wimba login email address will not change. If you don’t know which email address to use, contact your department’s ITC for help:

http://www.humnet.ucla.edu/itc/

For Administrators:

To manually change a user’s Wimba password, go to the main Wimba login page:

http://ucla.horizonwimba.com/ucla/login

Login as administrator (ITCs should use their ITC email address)

Click on the ‘Administration’ tab at the top (if you do not see this tab, this means you need to gain administrator access)

Click on ‘Users and groups’

You can search for the user by first name, last name, or email address.

Click on the ‘Edit’ icon to the right of the user.

Here you can edit the user’s information, as well as change the password.

The user can re-change their password once they log in and click on ‘My Manager’ and then ‘Edit my profile’

More help on Wimba:

http://www.international.ucla.edu/languages/technology/article.asp?parentid=26796

Revision #7
Created 2009-06-05 22:55:31 UTC by Byrd, Brenna
Updated 2009-06-05 23:13:37 UTC by Byrd, Brenna