

How to Change an Inspector's ATFS Password

Committee members with District Chair and State Administrator access to the database have the capability of entering inspector training and subsequently creating inspector usernames and passwords.

Usernames usually follow the format of first name initial+ last name EX) Robert Frost would be Rfrost. Passwords given to inspectors should be consistent throughout so that inspectors can be easily told what their password is.

If an inspector needs to get their password change for some reason this can be done easily:

1. Search for the inspector by name or ID. The image below shows a search for an inspector by their ID

The screenshot shows the 'Searching Inspectors and Individuals' page. On the left is a navigation menu with 'Search/Create Records' and 'Inspector' highlighted. The main area contains a search form with fields for Last Name, First Name, Organization Name, Member ID (147590), City, State (All States), and County (All counties). A 'SEARCH' button is below the form. Below the search form, a green banner says 'One result found:'. Below that is a table with one row for 'Nephtali Chavez' in Washington, DC, with Member ID 147590, Owner? No, Inspector? Active, and Facilitator? No. At the bottom of the table are 'VIEW', 'EMAIL', and 'CREATE / UPDATE' buttons. Numbered callouts 1-4 point to the 'Inspector' menu item, the Member ID field, the search results banner, and the 'CREATE / UPDATE' button respectively.

Name	City	State	Member ID	Owner?	Inspector?	Facilitator?	Tree Farms
Nephtali Chavez	Washington	DC	147590	No	Active	No	

2. Hit Create/ Update in the lower right
3. You will see fields for their username, password, and hint. You may change any of these fields.
4. Hit update