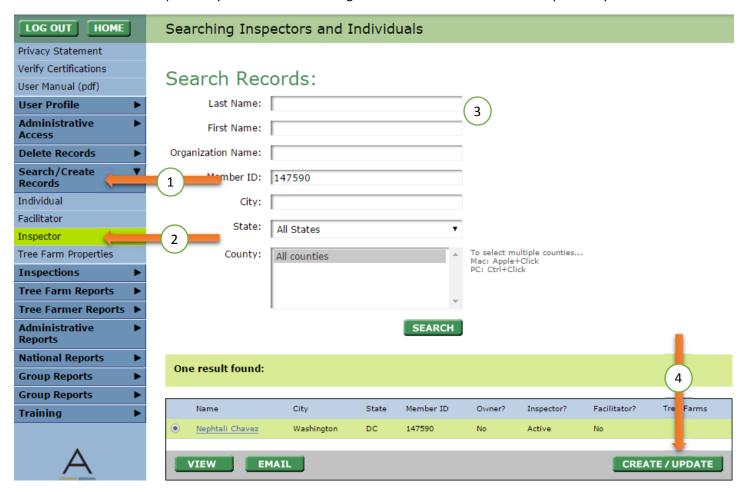How to Change an Inspector's ATFS Password

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

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