

What can I do when a user cannot login?

Ester Andersson - 2024-07-24 - Trouble shooting

If you have users who cannot log in, please ask them to:

- Make sure they are using the correct URL to access your learning platform
- Make sure they are using the correct email address to log in (the one they are registered in the course with)
- Reset their password by clicking on “Forgot password”

If none of the above works, you can manually change their password by following the steps below:

1. Go to the “Users” tab in the main navigation menu.
2. Search for the user and click on their name.

The screenshot shows the 'Users' management page in the Learnifier application. The page has a navigation bar at the top with 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. On the right side of the navigation bar, there are icons for 'Gå till', search, notifications, chat, and a user profile labeled 'Demo'. Below the navigation bar, the page title is 'Users'. There is a '+ User' button, a search box labeled 'Search in Users', and a dropdown menu showing '(0)'. The main content area is a table with the following columns: 'Name', 'Email', 'Trainer roles', and 'Admin roles'. The table contains 11 rows of user data. At the bottom right of the table, there is a pagination control showing 'Rader per sida: 10' and 'Showing 1-10 of 23'. A blue circular button with three dots is located at the bottom right corner of the page.

Name	Email	Trainer roles	Admin roles ↓
Demo Ester	ester.andersson+demo@learnifier.com	Instructor	Administrator
Hanna Demo	hanna.iversen+demo@learnifier.com		Administrator
Ulrika Demo	ulrika.skogland+demo@learnifier.com		Administrator
Niklas Demo	niklas.hogstrom+demo@learnifier.com		Administrator
Dajana Demo	dajana.bubic+demo@learnifier.com		Administrator
Diana Demo	diana.plantin+demo@learnifier.com		Administrator
Frida Demo	frida.burge+demo@learnifier.com		Administrator
Martin Demo	martin.johansson+demo@learnifier.com		Administrator
David Demo	david.berg+demo@learnifier.com		Administrator
Demo Mia	mia.lundman+demo@learnifier.com		Administrator

1. Click on “Set password” and set a new password.

Learnifier Dashboard Projects Users Library Reports Automations Settings

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USER
Demo Ester
 Edit User Resend invitation Set Password Delete

Email	ester.andersson+demo@learnifier.com	Mobile Phone	+46791008191
Email verified	Yes	Company	Learnifier
Language	svenska	Department	Customer Success
Username	Not set	Country	Sweden
API User Id	6d2d8e10-6ffe-44dc-91c1-28a64ab1a41a		
Organization	Not set		
Locked	No		
Last login	fredag 11 augusti 2023 14:16:11 centraleuropeisk sommartid		

PARTICIPATIONS ORG DETAILS ROLES PROJECT ROLES GROUPS NOTIFICATION SETTINGS AWARDS

PROJECT NAME	STATUS	AWARDS	CERT EXP	INVITED	LAST EMAIL	LAST SEEN	USER ARCHIVED
Cyber-security training	In progress					7 aug. 2023	No Re-enroll
Introduction to Learnifier	In progress					26 juni 2023	No Re-enroll

1. Set a new password.

Learnifier Dashboard Projects Users Library Reports Automations Settings

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Set Password ✕

Set a new password

Enter password

Re-type password

Cancel Save user details

PARTICIPATIONS ORG DETAILS ROLES PROJECT ROLES GROUPS NOTIFICATION SETTINGS AWARDS

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Cyber-security training	In progress					7 aug. 2023	No Re-enroll
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1. Send the new password to the user and ask them to reset it as soon as possible.