



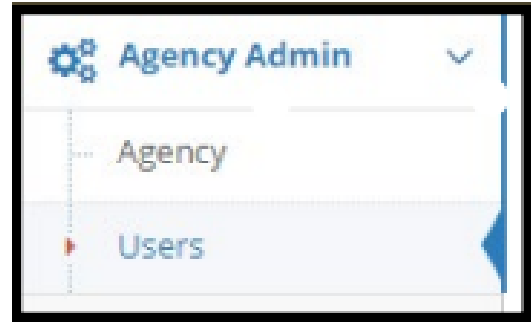
NIBRS Password Resets



Your Agency's UCR Administrator is able to reset a password.

Administrator:

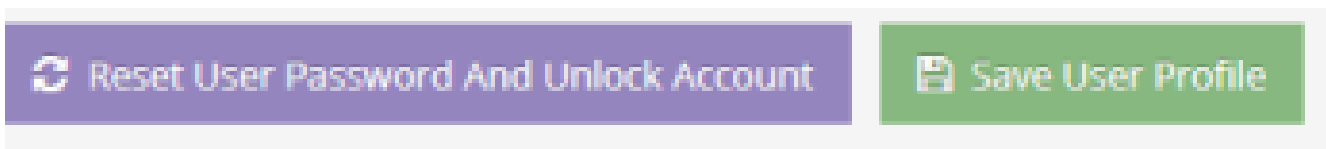
- Log into UCR Online System
- Click "Agency Admin"
- Select "Users"



- Locate the User under "My Users"
- Click **Blue Arrow** on far right, in the last column
- Scroll to bottom of User Information

Username	First Name	Last Name	Email	View
user@email.gov	John	Doe	user@email.gov	

- Select **Purple** "Reset User Password and Unlock Account"



- Admin will get a **Green** banner confirming email sent to User
- User will receive an email with reset instructions from **NIBRShub@otech.com**

The password is reset, and the account is unlocked. An email with Login Credentials is sent to the user

If Agency UCR Administrator is unable to reset a password, contact:

Email: NIBRS@dps.texas.gov

Call: (512) 424-2091 Option 2