

How to change your password

Login to GradLeaders: <https://admin.gradleaders.com/SUNYP/Admin/Login.aspx>

- Use the first part of your potsdam.edu email address as your username. If this is your first time logging in, your temporary password is 123456
- If you have forgotten your username or password, enter your information below the login section, as seen below

Login

USERNAME *

PASSWORD *

Login **Clear**

If you have forgotten your username and/or password, please enter your account email address below to request password reset instructions.

EMAIL ADDRESS *

 Find My Account

Click on configuration on the main dashboard screen, then click manage users.

Welcome, jaypa Students System Time: 10:25:29 AM Logout Dashboard Help ▾

Students **Job Postings** **Internships** **Communication** **Reports** **Metrics** **Configuration**

SET ▾

Manage Users
Staff Setup

Next, search your username by typing it in the search box like shown below

The screenshot shows the 'Manage Users' page with a navigation bar at the top containing 'Students', 'Job Postings', 'Internships', 'Communication', 'Reports', 'Metrics', and 'Configuration'. Below the navigation bar, there are tabs for 'Admin Users' and 'Employer Users'. A search bar is present with the text 'jaypa' entered and a search icon. The search results table has columns for 'Username', 'Email Address', 'Login Disabled', and 'Actions'. The first row shows 'FacultyTemplate' with email 'facultytemplate@potdam.edu'. The second row shows 'StudentTemplate' with email 'studenttemplate@potdam.edu'. The search bar and the search icon are circled in red.

Once you have searched and found your username click on your username. Another pop-up screen will appear.

This screenshot shows the 'Manage Users' page after a search for 'jaypa'. The search bar now contains 'jaypa' and the search icon. The search results table shows one result: 'jaypa' with email 'jaypa@potdam.edu'. The 'Username' column for 'jaypa' is circled in red.

To change your password, check the change password box and enter a new password below. Scroll to the bottom and click save.

Add/Edit Admin User

USERNAME
jaypa

EMAIL ADDRESS
jaypa@potstate.edu

CHANGE PASSWORD

PASSWORD

CONFIRM PASSWORD

PASSWORD FAILURE LOCKOUT

LOGIN DISABLED

NOTES

PERMISSION GROUPS
[Select All](#) / [Clear All](#)

ADVISING - EDIT