# Deltek Learning Zone How to Reset Your Password



You can reset user passwords in DLZ in two ways.



#### As an End User

Reset user passwords individually as an End User.



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#### As a POC

Reset user passwords of other end users as a Point of Contact (POC).

### Resetting Your Password as an End User

- 1 Go to your **Deltek Learning Zone** website. The DLZ URL is unique for every organization. If you do not have the URL for your company, reach out to your POC or Training Admin.
- 2 On the login page, click **Forgot your password?** 
  - Type in your company email address and click **Send**.
- You will receive an email from **System Notification** with subject **Reset Password [at Your Company Name]**. Note that the **Reset Password** link and **Verification Code** are unique each time you request for password reset.
- 5 Copy the Verification Code then click the Reset Password link. You will be directed to the Edit User Information site.
- 6 Scroll to the bottom of the screen, type in your new password, confirm it, and paste the **Verification Code**.

Click Submit.

- You will receive a confirmation email from **System Notification** with subject **Your Password has been changed**.
- Note: While in the Edit User Information page, you may also review and edit the DLZ products and roles that are tagged to your profile. Once you click **Submit**, all changes will take effect upon next log in.

| Deltek Lea   | Deltek Learning Zone                          |  |  |  |  |  |
|--|---|--|--|--|--|--|
| USER E-MAIL  | Forgot Password?                              |  |  |  |  |  |
| PASSWORD   | Sierd Cancel                                  |  |  |  |  |  |
| E-mail and pass  | word are case sensitive Forgot your password? |  |  |  |  |  |
| Deltek<br>Dear Deltek U  | University<br>Jniversity,                     |  |  |  |  |  |
| To reset your password, click here <u>https://uniqueresetpasswordlink</u> .<br>The link expires after 60 minutes. If you encounter an error upon clicking the link, please follow the Forgot your<br>password link on the login page to generate a new reset password email. |   |  |  |  |  |  |
| Verification C   | ode: G9IF491L 5                               |  |  |  |  |  |
| Click here https://uniquedlzurl.dlz.deltek.com/index.php to log in to the Deltek Learning Zone.  |   |  |  |  |  |  |
| Please contact us at <u>DeltekUniversity@DLZ.Deltek.com</u> for assistance.  |   |  |  |  |  |  |
| Engaging oth<br>Deltek Univ  | ers through learning<br>e <mark>rsity</mark>  |  |  |  |  |  |

| Edit User Information                                      |
|--|
| Contact and Personal Information                           |
| E-MAIL*  |
| youremail@company.com                                      |
| CONFIRM E-MAIL *   |
| youremail@company.com                                      |
| DLZ PRODUCTS   |
| Deltek Ajera   |
| Deltek Cobra   |
| Deltek Collaboration<br>Deltek ConceptShare                |
| Deltek Costpoint   |
| DLZ ROLES  |
| Billing Specialist   |
| CEO<br>Contracting Officer                                 |
| Controller   |
| Fixed Asset Specialist                                     |
| FIRST NAME *   |
| YourName   |
| MIDDLE NAME  |
| 6  |
|  |
| LAST NAME *  |
| PASSWORD *   |
|  |
|  |
| CONFIRM PASSWORD *   |
| This field is required.; Password minimum length must be 8 |
| VERIFICATION CODE *  |
|  |
|  |
|  |
| Submit Cancel  |

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## Resetting User Passwords as a POC

As a POC, you have the option to reset user passwords through the Manage Users page.



Click **Users** in the DLZ navigation panel.



Select the user that requires a password reset from the user list.

Click the action button at the right hand side and choose **Edit Profile**.

| « < 1 2 | 3 4 > >      |                     |                | Displaying 1 - 25 of 89 10 25 | 50 100 per page |
|---------|--------------|---------------------|----------------|-------------------------------|-----------------|
| IS POC? | FULL NAME 🖌  | DLZ PRODUCTS        | DLZ ROLES      | LAST LOGIN 🗡                  | ACTIONS         |
| Yes     | ABACAN, Ray  | ▶ 7 DLZ PRODUCTS    | ▶ 9 DLZ ROLES  | 01/18/2021, 05:31             | <b>.</b>        |
| No      | ABAS, MJ     | Deltek Vantagepoint |                | B 🚽 🖋 Edit profile            | r :             |
| No      | ADRIANO, Kim | Deltek Vantagepoint | ▶ 20 DLZ ROLES | E-mail                        | r I             |

Once in the **Edit User** screen, click the **Reset Password** tab. You can also check if the user is locked out by scrolling to the bottom of the **Edit User** screen. If the user is locked out, the unlock button will be available.

| Edit User<br>Profile: University, Deltek |                |            | Reset Password |    |
|--|----------------|------------|----------------|----|
|  | View All Users | Add a User | Reset Password | -4 |
|  |                |            | J.             |    |



Questions? Email us at DeltekUniversity@dlz.deltek.com.