

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.



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?**
- 3 Type in your company email address and click **Send**.
- 4 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**.
- 7 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 Learning Zone

How to Reset Your Password



Resetting User Passwords as a POC

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

- 1 Click **Users** in the DLZ navigation panel.
- 2 Select the user that requires a password reset from the user list.
- 3 Click the action button at the right hand side and choose **Edit Profile**.

Manage Users

Import Users Add a User Send Registration Links

Filter

SHOW ONLY THIS STATUS
Active
CLEAR FILTER
[Click Here](#)

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	
No	ABAS, MJ	Deltek Vantagepoint			
No	ADRIANO, Kim	Deltek Vantagepoint	20 DLZ ROLES		

- 4 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
Profile: University, Deltek

Reset Password

View All Users Add a User **Reset Password**



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