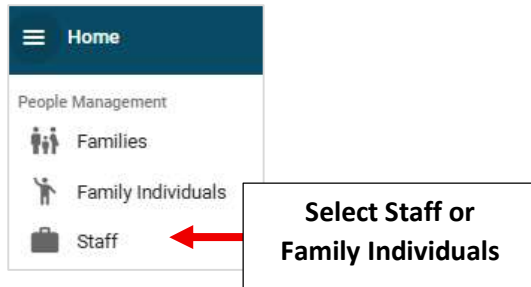
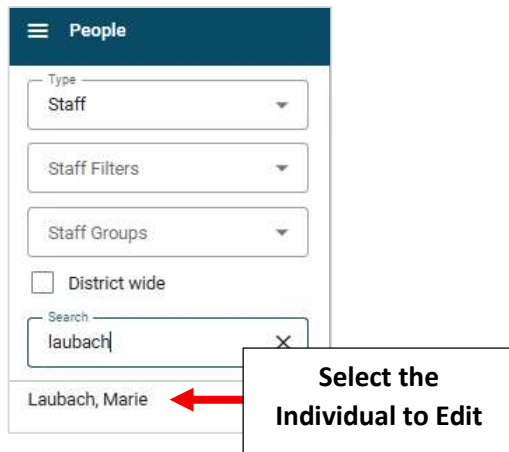


Manage User Passkey as an Admin in FACTS SIS

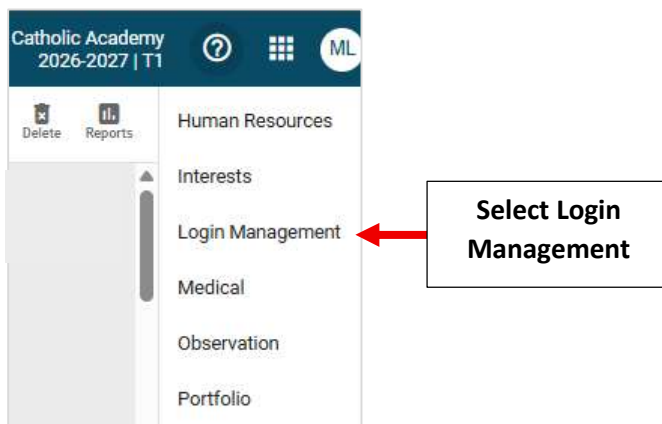
From the Main Menu **Select Staff or Family Individuals**



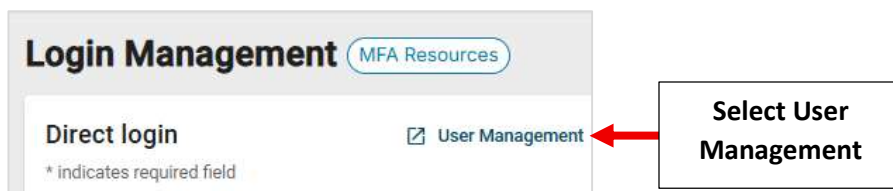
Select the **Individual to Edit**



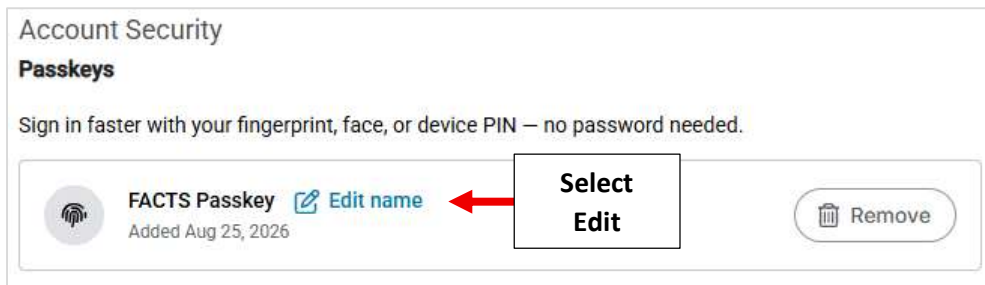
Select **Login Management** from Right Side menu



Select **User Management**



Locate the Account Security section. Click **Edit name** to rename a passkey. For example, naming it Desktop or Phone to tell devices apart



Select **Save** to **Save** your Changes



Select **Remove** to **Delete a passkey** you no longer use, such as one tied to a lost device

