## OPPO Password Reset (Technicians)

Viasat Community Internet Revision – 2021-03-15



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1.	Log into oppo.viasat.com.	
2.	Click Accounts in the navigation ribbon.	Image: Construction
3.	Search for the partner account name that corresponds with the password to be reset.	Q       search       Search         Home       Leads       Accounts       Orders       Cases       Reports         Image: Accounts       Recently Viewed       Image: Accounts       Image: Accou
	*note the accounts page defaults to recently viewed accounts. If the page is blank, click the dropdown arrow next to recently viewed, and change the selection to all partners accounts.	

4.	Click the partner account name.	
	The Account page will appear.	Q Search O Laurel Cummings -
		Commoning Internet
		Recently Viewed V
		1 item • Updated 4 minutes ago Q. Pavina 🕲 🕸 × 🕅 × C
		Account Name     Stel D     Partner Refere     State/Province     Service Country     Activation Date       1     Paving Global Services Limited     Service Service Country     Nigeria
		A Termine version vers
5.	Click Contacts. The related contacts	
	list will appear.	Community Internet
		Home Leads Accounts Orders Cases Reports
		Pavina Global Services Limited + Follow New Contact New VCI Case Edit V
		Status Billing Address Active ANMA CENTER, PIOT 1400-3400, DFF DR0 AGO CRESCENT, GARRI Account Owner Dealer ID AUXIA, FEDERAL CAPITAL LEBRITORY 500244 Negroia
		Hotspot Leads Hotspot Accounts Hotspot Orders Contacts Details
		Eads (Partner Account) (10+)
		10-items-Updated 3 minutes ago Name v Company v Partner Refer v Lead Status v Service City v State/Provinc v Service Count v
		1 <u>Okuregun Agoye</u> DENO-Pavina D Converted Abuja Nigeria Nigeria
		2 Uluzeginingove UEMU - Pavina U., Converted Abuja higena Nigena V
6.	Click the name of the user whose	
	password needs to be reset.	Viasat <sup>11</sup> Q. Search
		Community Internet Home Leads Accounts Orders Cases Reports
		Account + Follow New Contact New VCI Case Edit -
		Status Billing Address Account Owner Dealer ID
		Street City State, Zip Code Country
		Hotspot Leads Hotspot Accounts Hotspot Orders Contacts Details
		Related Contacts (10+) & C
		Contact Name V Email V Phone V WhatsApp V Role(s) V Manager V
		1 Tope Akinkuovo Sarobo Osaremwinda Operations Manager
		2     Lanter millips     Reporting       3     Osarobo Osaremvinda     Active User       Perior (Flucked) Exciting Limited     Technician / Fulfillment     Tope Akinkuowo
		4 Emmanuel Upkpai Username Pat Jeffrey Technician / Fulfillment Tope Akinkuowo V
		5 Bala-Joshua Sales Agent Tope Akinkuowo 💌
7.	Click Reset Password.	
		Viasat · Q Search (A Laurel Cummines -
		Community Internet
		Home Leas Accounts onder Lass reports
		Contact + Follow Edit Contact
		Account Name Active User Username Contact Owner
		Pavins 651. Vsemame Dat Jeffrey
		Name Phone Reset Password
		Pavina SalesAgent Manager WhatsApp No.
		Installer D Email

8.	A pop up will appear saying "Are you sure you want to reset the password?" Click Yes, Reset Password.	Name Pavina SalesAgen Manager Installer ID <b>O</b>	Reset Password Are you sure want to reset the password for "pavina.salesagent"? Cancel Title Owner Last M. Size
9.	A New Temporary Password pop up will appear.	Account Name Pavina GSL	Active User Username Contact Owner
	* <u>Note – you must record this</u> <u>password before closing the page.</u> <u>You will not be able to access this</u> <u>temporary password again</u> . The temporary password is valid for 24 hours only.	Name Pavina SalesAgen Manager Installer ID Access Active User ()	New Temporary Password The password for " username " has been reset. Temporary Password: 55342DB3 Areset password email has been sent to " email address " that will expire in 24 hours. Close Star