

VIMEO: Entity Self-Service Password Look-up

QUICK REFERENCE GUIDE

Looking up Passwords for Entities

...once logged-in to VIMEO:

1. From the menu on the right side, select: **Reports** and then **Custom Reports**.

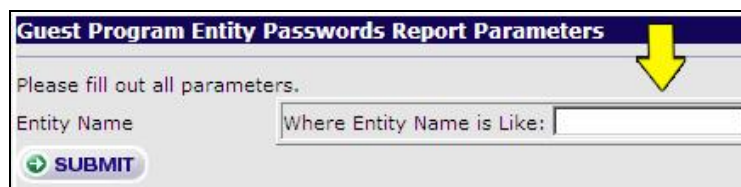


2. From the list of Query Reports, select: **Guest Program Entity Passwords**.



3. **Type in Entity name** (partial names work better, e.g., "Lincoln" instead of "Abraham Lincoln").

Select **Submit**.

A screenshot of a web form titled 'Guest Program Entity Passwords Report Parameters'. The form has a header bar with the title. Below the header, it says 'Please fill out all parameters.' There is a text input field labeled 'Entity Name' with a placeholder text 'Where Entity Name is Like:'. A yellow arrow points down to the input field. At the bottom left of the form is a green 'SUBMIT' button.

4. The query will return all results that match the criteria specified in Step 3. The Entity Self-Service password is displayed in the **Password column** (the last column). Scroll to the right to view the password for the Entity of interest.