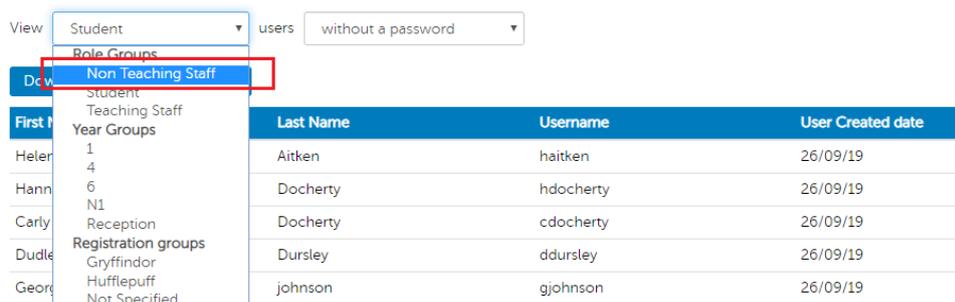# RM Unify

Stage 3 – Super Admin - Download usernames and passwords

RM will have prepared list of user accounts for RM Unify based on your current RM Integris list of active user accounts.

This step enables you to generate passwords for these new user accounts for RM Unify, download them into a csv file and then distribute them to the relevant staff (outlined in Stage 4)

1. Login to RM Unify

2. Click on **Management Console** (*top right*)

3. Under **Users and Groups** (*in left pane*) click **Download Passwords**

4. Select the correct role group (*e.g. Non-Teaching Staff and/or Teaching Staff*) from the **View** drop-down menu and keep the second drop-down set to **without a password**.

   This screen will list by default all new accounts (in the role group selected) where a password has not been created

5. Click on **Download New Passwords CSV** and then **OK**.
   A password will be created for each new user account listed and extracted into a spreadsheet with filename User Passwords

6. Save this file accordingly.

   Now, if you change the second drop-down from **without a password** to **that have never signed in**, you will see the user(s) accounts you have just created passwords for.

Now move on to **Stage 4 – Set up your end users onto RM Unify**