

How to Change User's Password through Users Screen

You can change or reset the user's password using two ways: Through **Users screen** and through the **Change Password screen**. In this topic, we will use the first way.



Only Admin User can change the password of any user while non-admin users can only reset their own password through the Change Password in header options

Here is how to change User's Password:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Users**
3. Open an existing user.
4. On Users Entity screen click **User** tab

The screenshot shows the 'Entity - user001' screen with the 'User' tab selected. The 'Change Password' section is on the right, featuring fields for 'New Password' and 'Confirm Password', and an 'Apply' button. The 'Apply' button is circled in red.

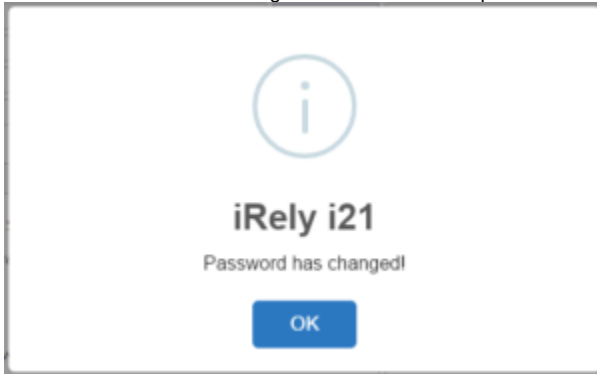
5. On **Change Password** panel, enter values in the **New Password** and **Confirm Password** fields then click **Apply** button

A close-up of the 'Change Password' panel. The 'Apply' button is circled in red. Below it are the 'New Password' and 'Confirm Password' fields, both containing masked text (dots).

- a. However, if there are set of rules in the user's Security Policy, the password should conform to the policy

The screenshot shows the 'Change Password' panel with a validation error message. The error message states: 'The minimum length for this field is 6.', 'There should be at least 1 lower case characters.', and 'There should be at least 1 upper case characters.' The 'New Password' and 'Confirm Password' fields are highlighted with red boxes.

6. Click the **OK** button on message box to dismiss. New password will be applied.



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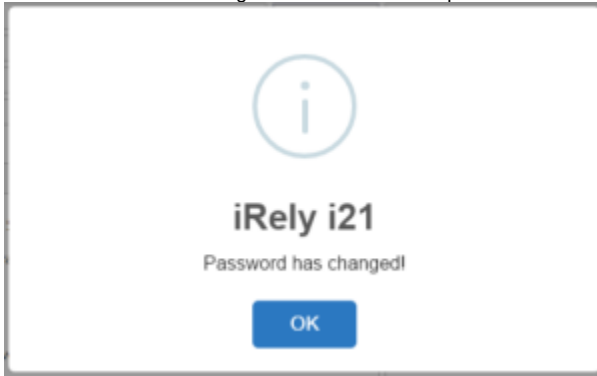
1. Log in as **Admin user**
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A screenshot of a web application interface titled 'Entity - User A'. The interface has a top navigation bar with options like 'New', 'Save', 'Search', 'Refresh', 'Delete', 'Undo', 'Additional', 'Archived Reports', 'API Key', '2-Step Verification', and 'Close'. Below this is a tabbed interface with 'Entity' and 'User' tabs. The 'User' tab is active, showing a form for 'User A'. The form includes fields for 'Username', 'Title', 'Contact Method', and 'Department'. To the right of these fields is a small profile picture of a woman. Below the profile picture is a 'Change Password' section with 'Apply' and 'Cancel' buttons, and fields for 'New Password' and 'Confirm Password'. Further down is a 'User Options' section with checkboxes for 'Allow User to only Post Transactions they created', 'Administrator User', 'Disable User', 'User cannot change password', and 'User must change password on next login'. To the right of this is a 'Settings' section with dropdown menus for 'Default Role', 'Default Location', 'JIRA Username', and 'Dashboard Role'. At the bottom is an 'Approvals' section with a 'Require Approval For' checkbox and a 'Filter Records (F3)' search bar. The bottom status bar shows 'Ready' and 'Page 1 of 1'.

5. On **Change Password** panel, enter values in the **New Password** and **Confirm Password** fields then click **Apply** button

A close-up screenshot of the 'Change Password' panel. It has a title bar 'Change Password' and two buttons: 'Apply' (with a checkmark icon) and 'Cancel' (with an 'X' icon). Below these are two text input fields. The first field is labeled 'New Password:' and contains five dots. The second field is labeled 'Confirm Password:' and contains five dots. The fields are outlined with a blue border.

6. Click **OK** button on message box to dismiss. New password will be applied.



Here is how to change User's Password:

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A screenshot of a web application window titled 'Entity - TestUser'. The window has a blue header bar with a menu: 'New', 'Save', 'Search', 'Refresh', 'Delete', 'Undo', 'Additional', 'Archived Reports', 'API Key', 'Enable Two-Step Verification', and 'Close'. Below the header is a tabbed interface with 'Entity', 'User', 'Comments (0)', 'Attachments (0)', 'Custom', and 'Audit Log (8)'. The 'User' tab is active, showing a form for user details: 'Username: testuser', 'Title: Manager', 'Contact Method: Email', and 'Department: IT'. To the right of these fields is a small icon of a woman with black hair. Below the user details is a 'User Options' section with several checkboxes: 'Maximum Number of Origin Screens Allowed' (set to 3), 'Allow User to only Post Transactions they created', 'Administrator User', 'Disable User', 'User cannot change password', and 'User must change password on next login'. To the right of the user options is a 'Settings' section with fields for 'JIRA Username', 'Dashboard Role', 'Default Location', and 'Default Role' (set to 'USER'). Below the settings is an 'Approvals' section with a 'Require Approval For' checkbox and a 'Filter Records (F3)' button. At the bottom of the window is a status bar with 'Ready' and 'Page 1 of 1'.

5. On **Change Password** panel, enter values in the **New Password** and **Confirm Password** fields then click **Apply** button

A close-up screenshot of the 'Change Password' panel. The panel has a title bar 'Change Password' and two buttons: 'Apply' (with a checkmark icon) and 'Cancel' (with an 'X' icon). Below the buttons are two text input fields. The first field is labeled 'New Password:' and contains five dots. The second field is labeled 'Confirm Password:' and contains five dots and a cursor.

6. Click **OK** button on message box to dismiss. New password will be applied.

