

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

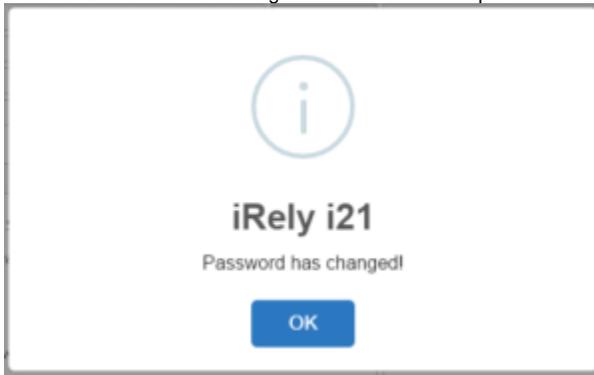
Here is how to change User's Password:

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

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

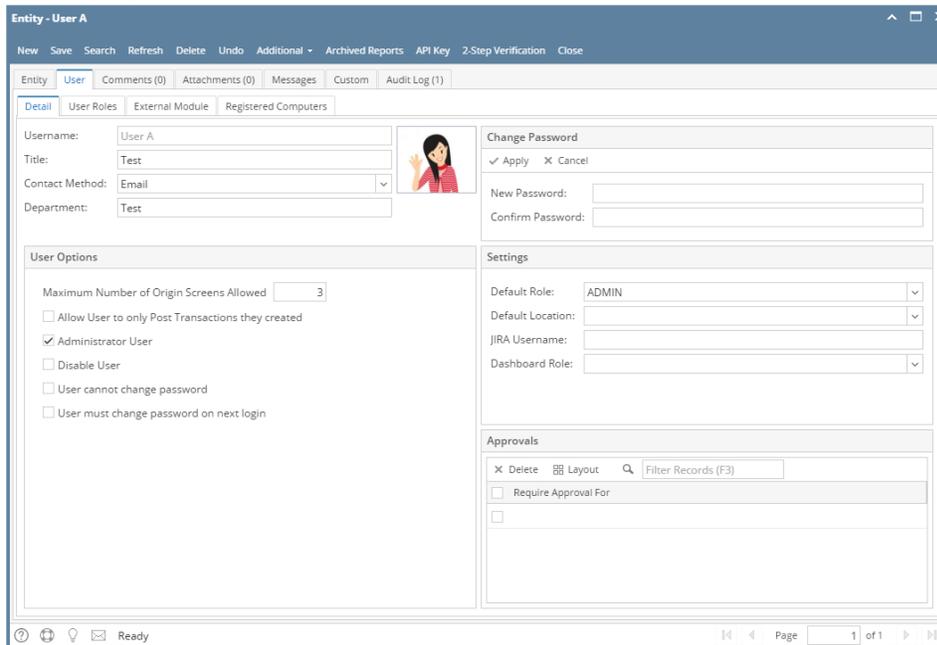
- a. However, if there are set of rules in the user's Security Policy, the password should conform to the policy

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

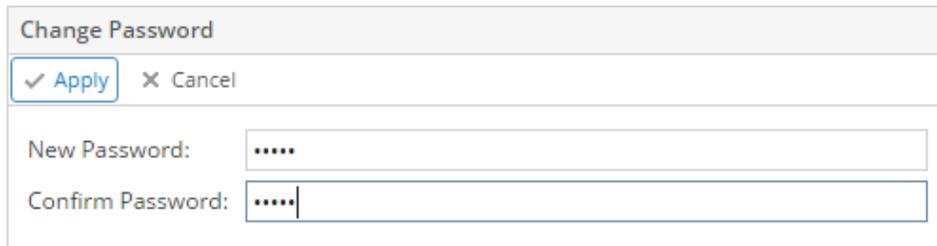


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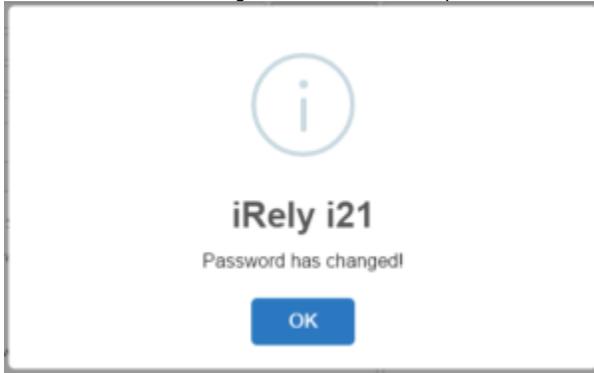
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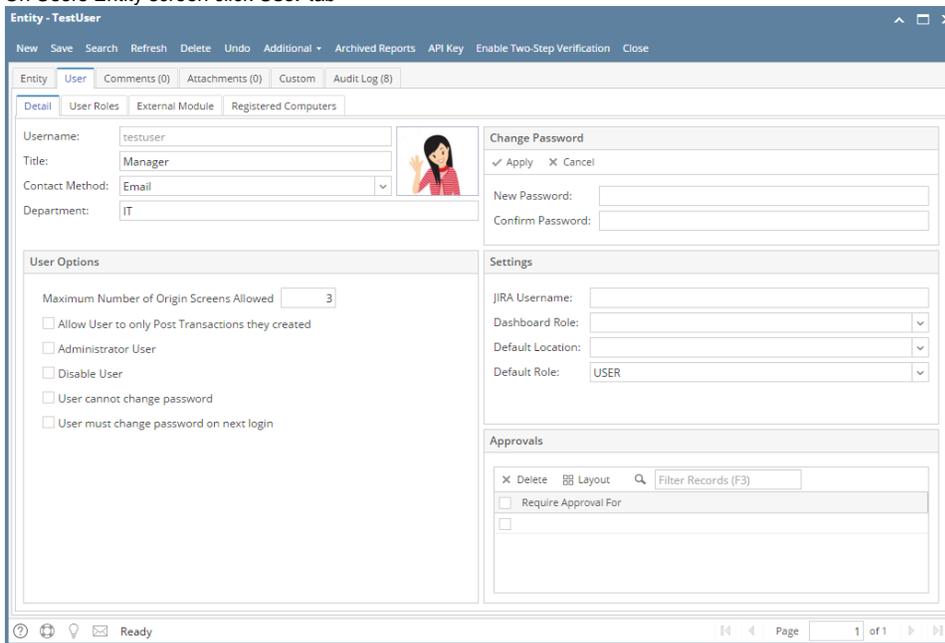


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