


# How to Change User's Password

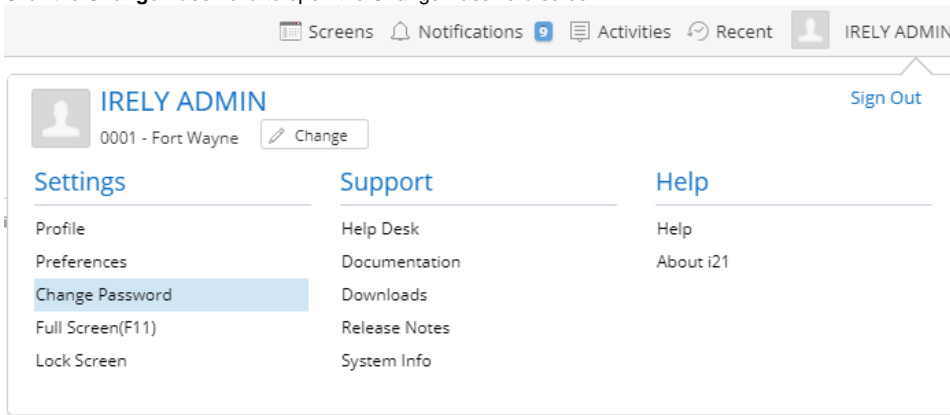
You can change or reset the user's password using two ways: Through **User Security** screen and through the **Change Password** under main menu header. In this topic, we will use the second way.

 To view the topic using **User's** screen click this link:

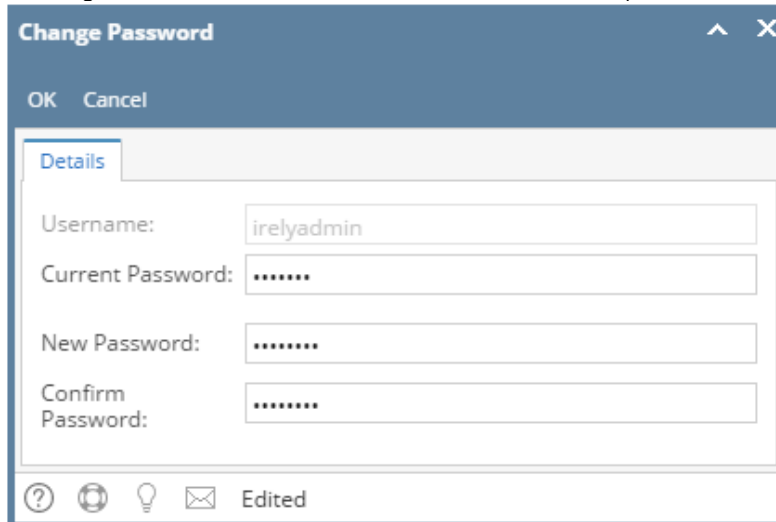
- [How to Change User's Password through Users Screen](#)

Here is how to change user's password through **Change Password** under Menu Header:

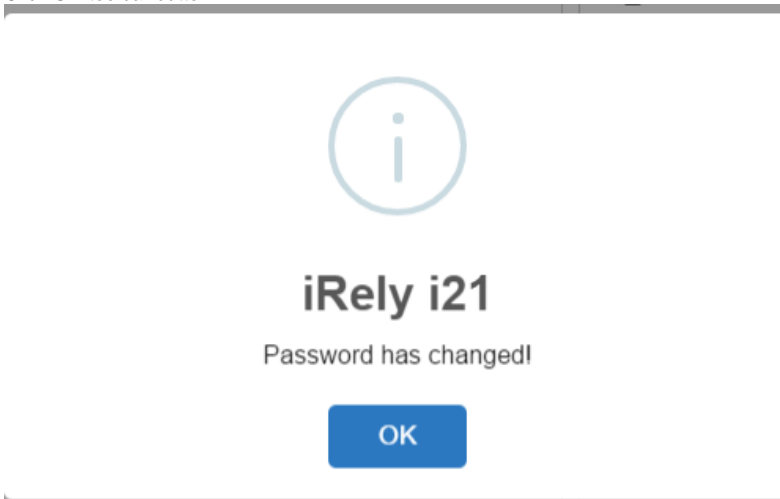
1. From main menu header, click the **User's** name so drop down menus will appear
2. Click the **Change Password** to open the Change Password screen



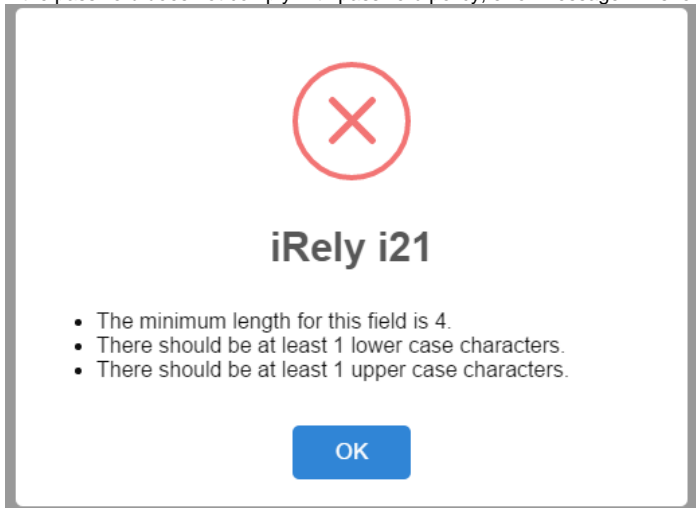
3. On **Change Password** screen, enter the **Current Password** and new password in **New Password** and **Confirm Password** fields

A screenshot of a 'Change Password' dialog box. The dialog has a title bar with 'Change Password' and standard window controls. Below the title bar are 'OK' and 'Cancel' buttons. The main area is titled 'Details' and contains four input fields: 'Username:' with the value 'irelyadmin', 'Current Password:' with masked characters, 'New Password:' with masked characters, and 'Confirm Password:' with masked characters. At the bottom of the dialog, there are icons for help, refresh, lightbulb, and email, followed by the text 'Edited'.

4. Click **OK** toolbar button



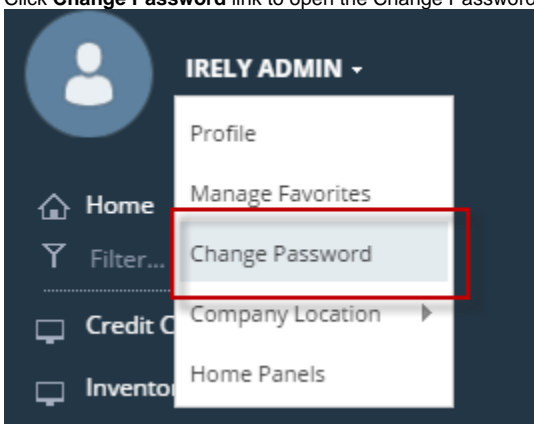
a. If the password does not comply with password policy, error message will show:



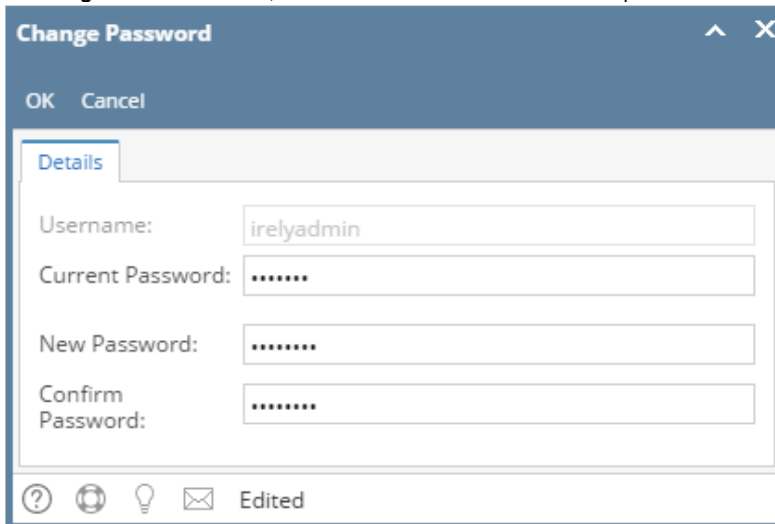
The password can only be saved if it meets the password policy

**Here is how to change user's password through Change Password under Menu Header:**

1. From main menu, click the **User's** name so drop down menus will appear
2. Click **Change Password** link to open the Change Password screen

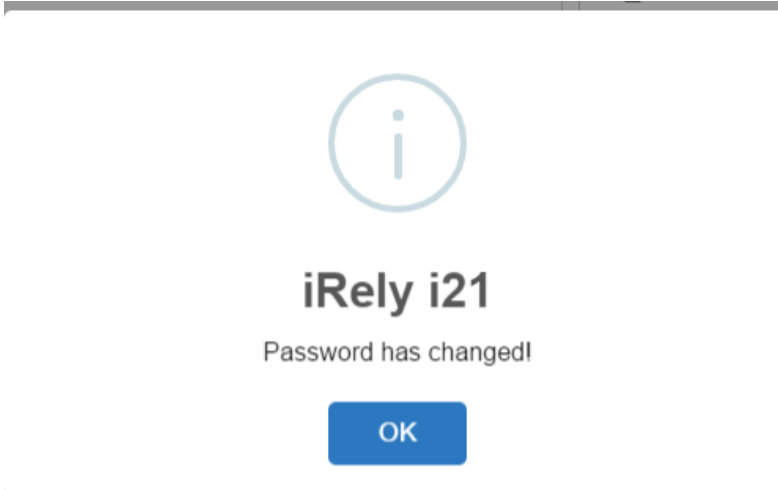


3. On **Change Password** screen, enter the **Current Password** and new password in **New Password** and **Confirm Password** fields

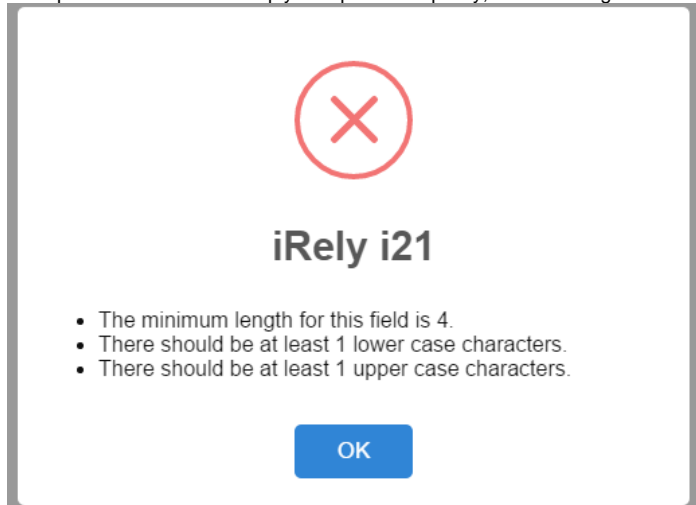


The image shows a 'Change Password' dialog box with a blue header bar containing the title 'Change Password' and window controls. Below the header is a toolbar with 'OK' and 'Cancel' buttons. The main area has a 'Details' tab selected. It contains four input fields: 'Username' (pre-filled with 'irelyadmin'), 'Current Password' (masked with dots), 'New Password' (masked with dots), and 'Confirm Password' (masked with dots). At the bottom of the dialog is a toolbar with icons for help, refresh, lightbulb, and email, followed by the text 'Edited'.

4. Click **OK** toolbar button



- a. If the password does not comply with password policy, error message will show:

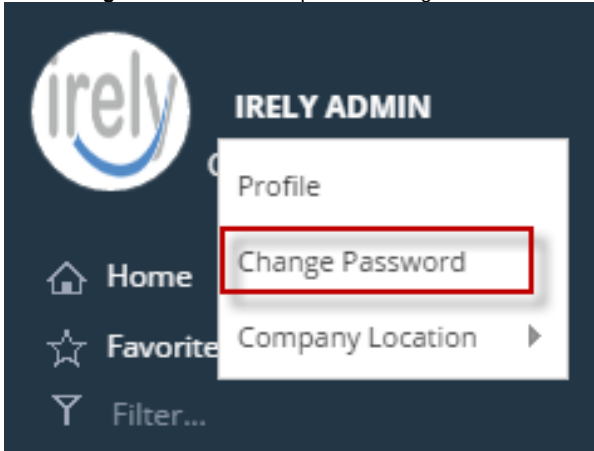


The password can only be saved if it meets the password policy

**Here is how to change user's password through Change Password under Menu Header:**

1. From main menu, click the **User's** name so drop down menus will appear

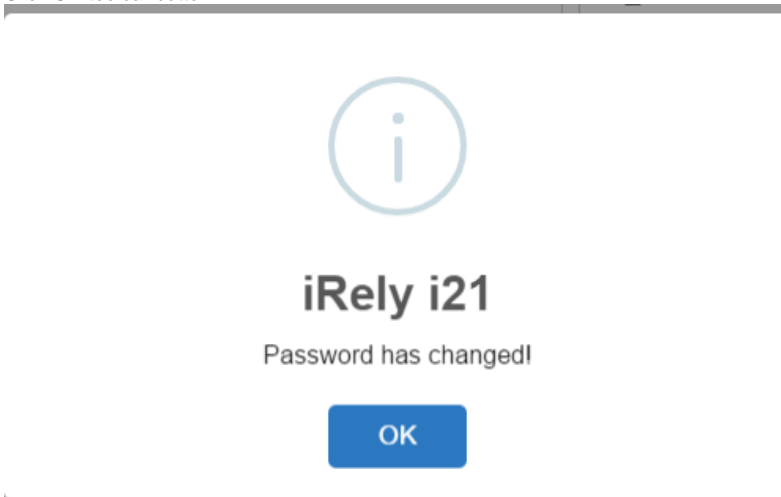
2. Click **Change Password** link to open the Change Password screen



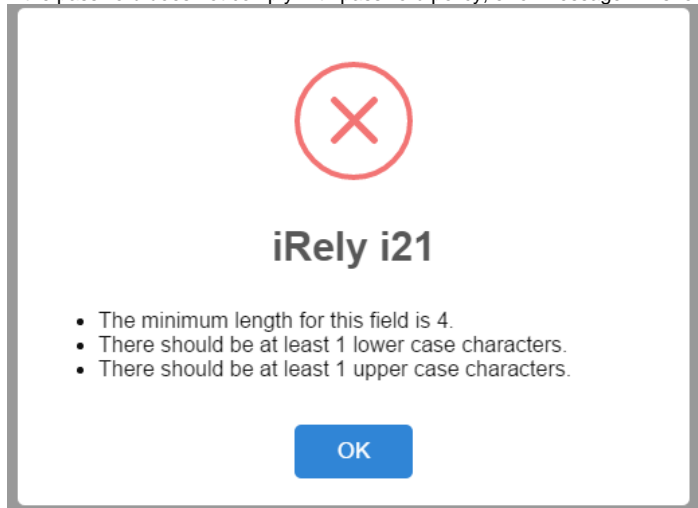
3. On **Change Password** screen, enter the **Current Password** and new password in **New Password** and **Confirm Password** fields

A screenshot of a 'Change Password' dialog box. The title bar at the top says 'Change Password' with maximize and close buttons. Below the title bar are 'OK' and 'Cancel' buttons. The main area has a 'Details' tab selected. It contains four input fields: 'Username:' with the value 'irelyadmin', 'Current Password:' with masked characters '\*\*\*\*\*', 'New Password:' with masked characters '\*\*\*\*\*', and 'Confirm Password:' with masked characters '\*\*\*\*\*'. At the bottom of the dialog, there is a toolbar with icons for help, settings, a lightbulb, and an email icon, followed by the text 'Edited'.

4. Click **OK** toolbar button



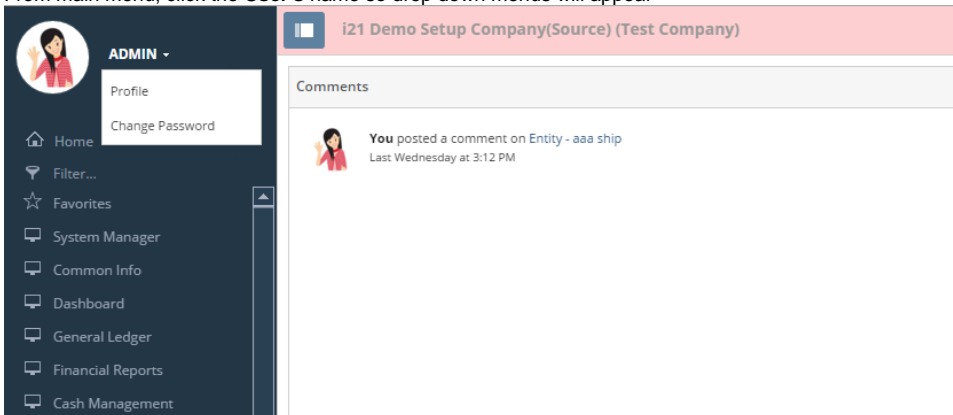
- a. If the password does not comply with password policy, error message will show:



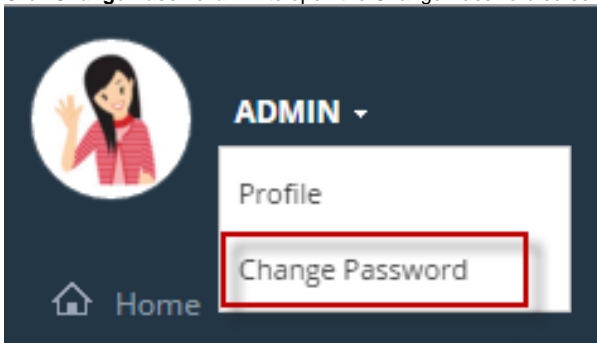
The password can only be saved if it meets the password policy

Here is how to change user's password through Change Password under Menu Header:

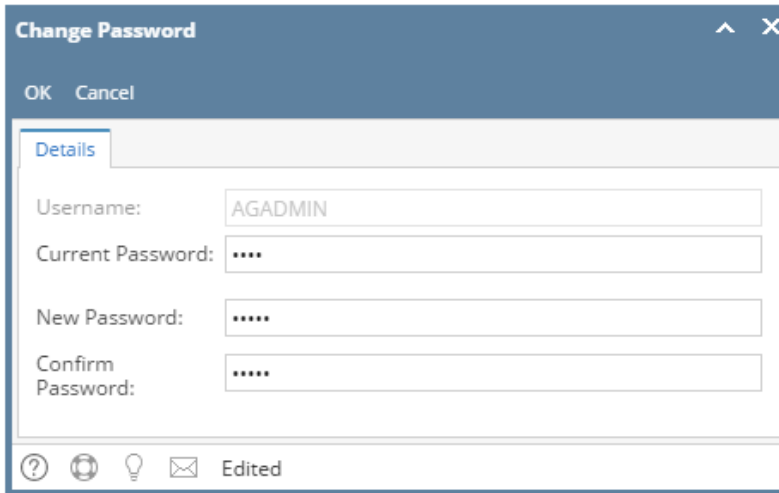
1. From main menu, click the **User's** name so drop down menus will appear



2. Click **Change Password** link to open the Change Password screen

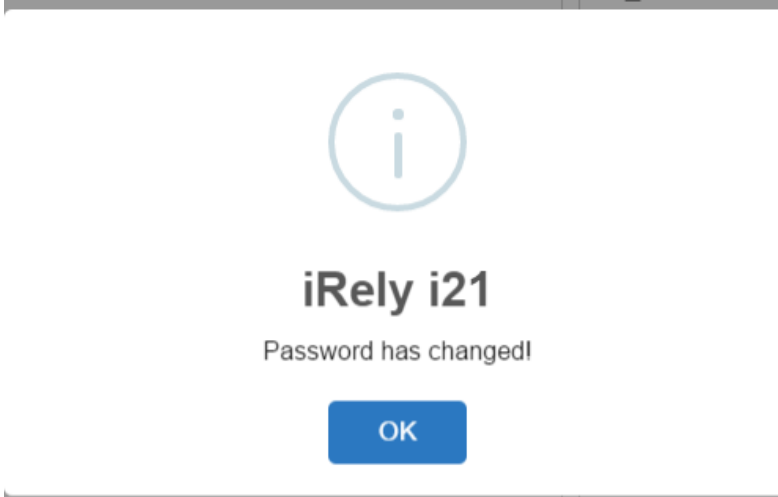


3. On **Change Password** screen, enter the **Current Password** and new password in **New Password** and **Confirm Password** fields



The image shows a 'Change Password' dialog box with a blue header and a white body. At the top left are 'OK' and 'Cancel' buttons. Below the header is a 'Details' tab. The form contains four input fields: 'Username' with the value 'AGADMIN', 'Current Password' with four asterisks, 'New Password' with five asterisks, and 'Confirm Password' with four asterisks. At the bottom left are icons for help, refresh, lightbulb, and email, followed by the word 'Edited'.

4. Click **OK** toolbar button

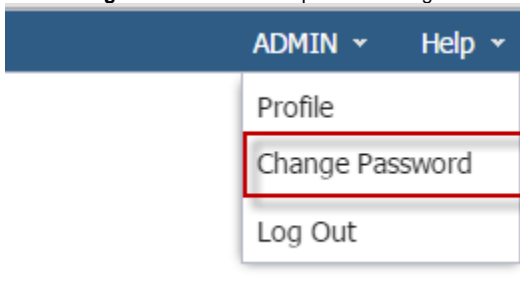


Here is how to change user's password through Change Password under Menu Header:

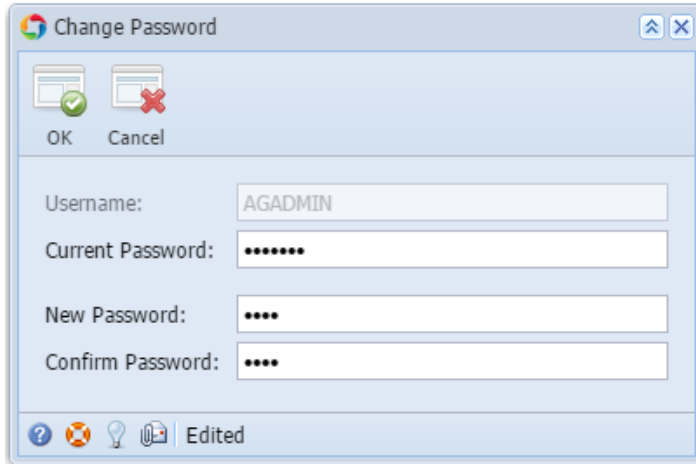
- a. From main menu, click the **User's** name so dropdown menus will appear



- b. Click **Change Password** link to open the Change Password screen

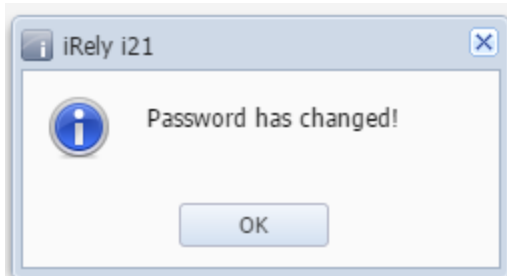


- c. On **Change Password** screen, enter the **Current Password** and new password in **New Password** and **Confirm Password** fields



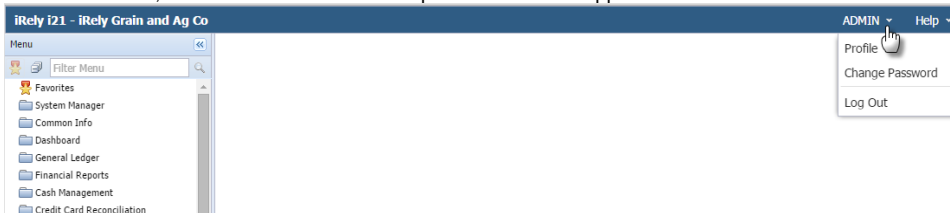
A dialog box titled "Change Password" with a standard Windows-style title bar. It contains four input fields: "Username:" with the value "AGADMIN", "Current Password:" with masked characters "\*\*\*\*\*", "New Password:" with masked characters "\*\*\*\*", and "Confirm Password:" with masked characters "\*\*\*\*". Above the fields are "OK" and "Cancel" buttons. At the bottom, there is a toolbar with icons for help, error, lightbulb, and a document, followed by the text "Edited".

- d. Click **OK** toolbar button

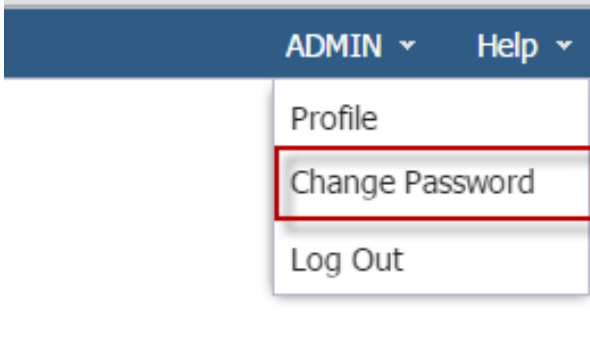


Here is how to change user's password through Change Password under Menu Header:

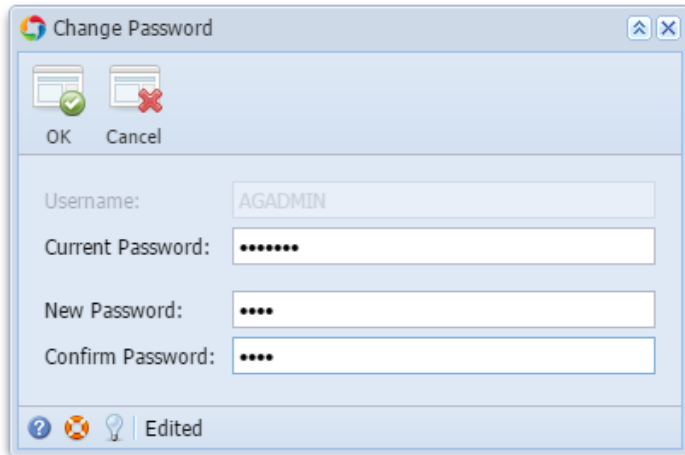
1. From main menu, click the **User's** name so dropdown menus will appear



2. Click **Change Password** link to open the Change Password screen



3. On **Change Password** screen, enter the **Current Password** and new password in **New Password** and **Confirm Password** fields



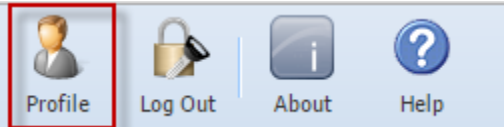
A dialog box titled "Change Password" with a standard Windows-style title bar. It contains four input fields: "Username:" with the value "AGADMIN", "Current Password:" filled with seven dots, "New Password:" filled with four dots, and "Confirm Password:" filled with four dots. At the top left are "OK" and "Cancel" buttons with corresponding icons. At the bottom left are help, error, and lightbulb icons, followed by the status "Edited".

4. Click **OK** toolbar button

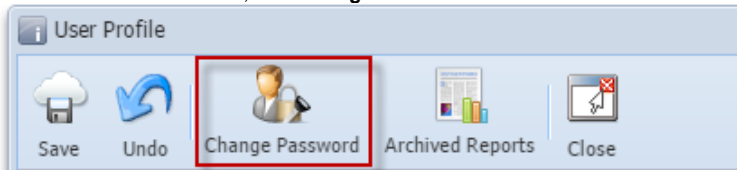


Here is how to change user's password through User Profile:

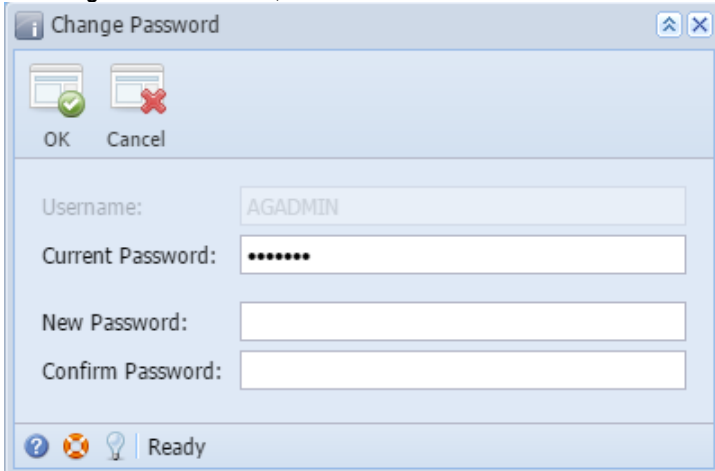
1. From main menu, click the **Profile** toolbar button on the upper left corner of the screen



2. On the **User Profile** screen, click **Change Password** toolbar button



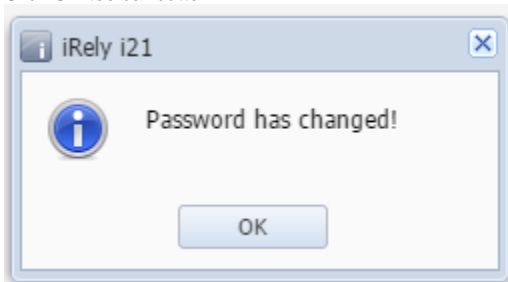
3. On **Change Password** screen, enter the same values in **New Password** and **Confirm Password** fields



A dialog box titled "Change Password" with a standard Windows-style title bar. It contains four input fields: "Username:" with the value "AGADMIN", "Current Password:" filled with seven dots, "New Password:" empty, and "Confirm Password:" empty. At the top left are "OK" and "Cancel" buttons with corresponding icons. At the bottom left are help, error, and lightbulb icons, followed by the status "Ready".



4. Click **OK** toolbar button



5. Click **Save** on **User Profile**