# Resetting Password (W5)

This version is superseded. Click here to view the latest guide.

#### **PURPOSE**

This document shows the detailed procedures on resetting password for users of the system.

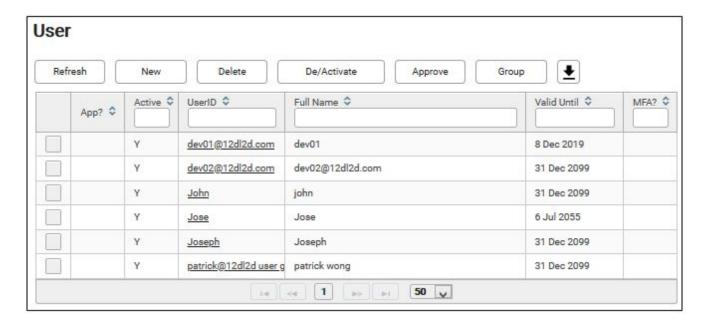
#### **WHY IS THIS IMPORTANT?**

This is important so administrators of the system can reset password of other users using the system.

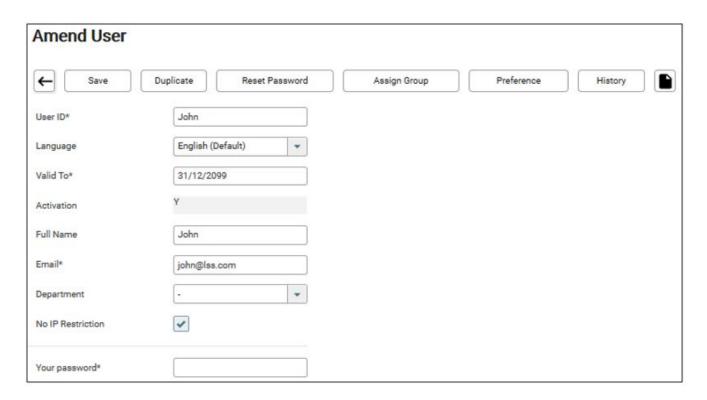
#### **PROCEDURE**



1. From the main menu, select Set Up > User and Rights.



2. Click on the UserID of the user who needs password resetting. In this example, John needs a password reset.



3. Click Reset Password. The following page displays.



- 4. Type the desired password in the New password field. By default, password must contain at least one letter and one number. The complexity of the password can be configured in <u>Password Profile</u>.
- 5. Retype the new password.
- 6. Type the administrator's password who logged on to reset password in the Your password field.

7. Click Update. When a popup appears, click OK.



8. The password has successfully changed. You will be returned to Amend User screen, click Back Button to return to User screen.

Note: When the user log in with the new password, he/she will be prompted to change the password for confidentiality and security reasons.

### **FREQUENTLY ASKED QUESTIONS**

#### **RELATED INFORMATION**

Password Profile

Reset Your Forgotten Password

Security Recommendations for CS Lucas

## **CHANGE HISTORY**

Date	Ву	Changes
15-Feb-2008	-	Created
31-Aug-2017	Clarissa	Reformatted. Rewritten.
20-Nov-2019	Lуга	Updated Screenshots.