# **Resetting Password**

See previous W5 version guide

#### **PURPOSE**

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

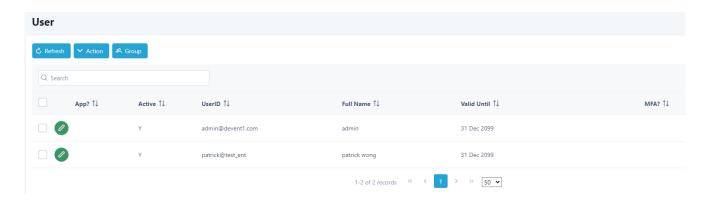
#### WHY IS THIS IMPORTANT?

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

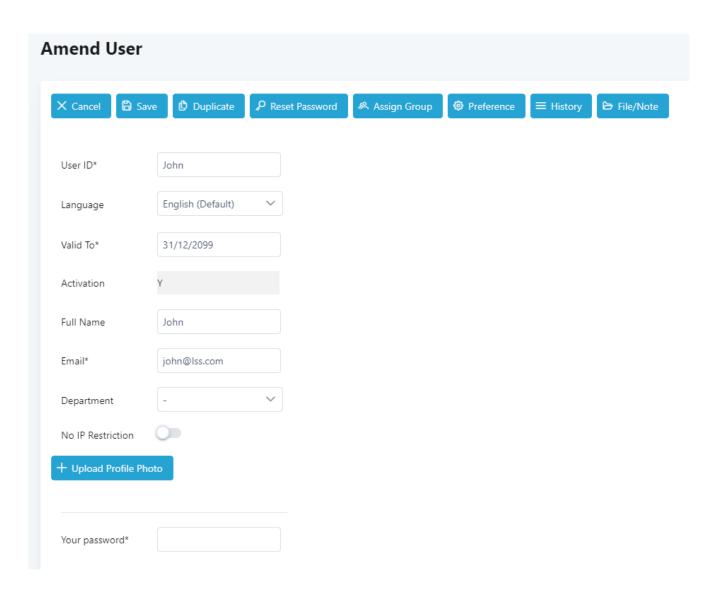
#### **PROCEDURE**



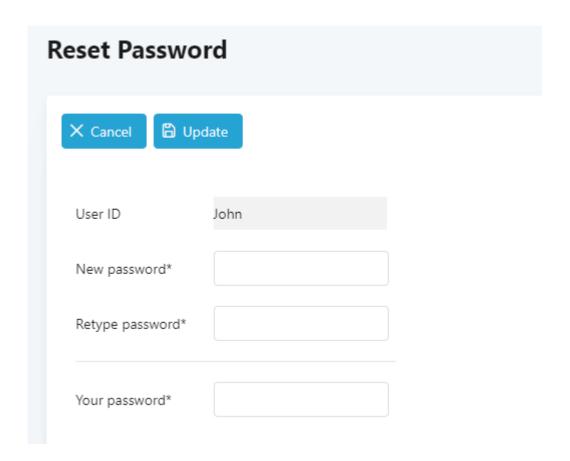
1. From the main menu, select Set Up > Global > User and Rights.



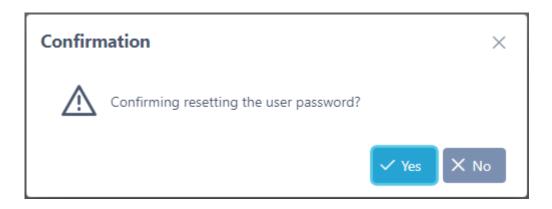
2. Click on the edit button of the user who needs password resetting. In this example, John needs a password reset.



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.
2-Dec-2022	TS	Updated to W6 instructions and screenshots.