# Password

The Password task allows you to change the password for the current user. To manage users for accounts other than the current user refer to the Users task selection.

## Select Password

Once logged into TapeTrack Lite, select Password from the Library Management Tasks drop-down menu.

image

## Changing a password

In the Password change box, enter:

- your current password
- new password
- verify new password

image

Press the Random button if you prefer a randomly generated password to be entered into the password fields. This password can be reset to a more user friendly password by the administrator or user. Click the copy password button to copy generated password to your clipboard. Copy message will give you the text " A new TapeTrack User-ID has been created for you to use. You can access this account using the User-ID(Current User) and the password(#######) " copied to your clipboard for convenience when sending a message to the user with login details. Clicking email message will open up your default email client with the same text as Copy message.

image

Click OK to close window. When finished filling out password fields click OK to update password and return you to the TapeTrack Lite start screen.

From:
https://docs.tapetrack.com/ - **TapeTrack Documentation**

Permanent link:
**https://docs.tapetrack.com/lite/function_password?rev=1496929556**

Last update: **2025/01/21 22:07**