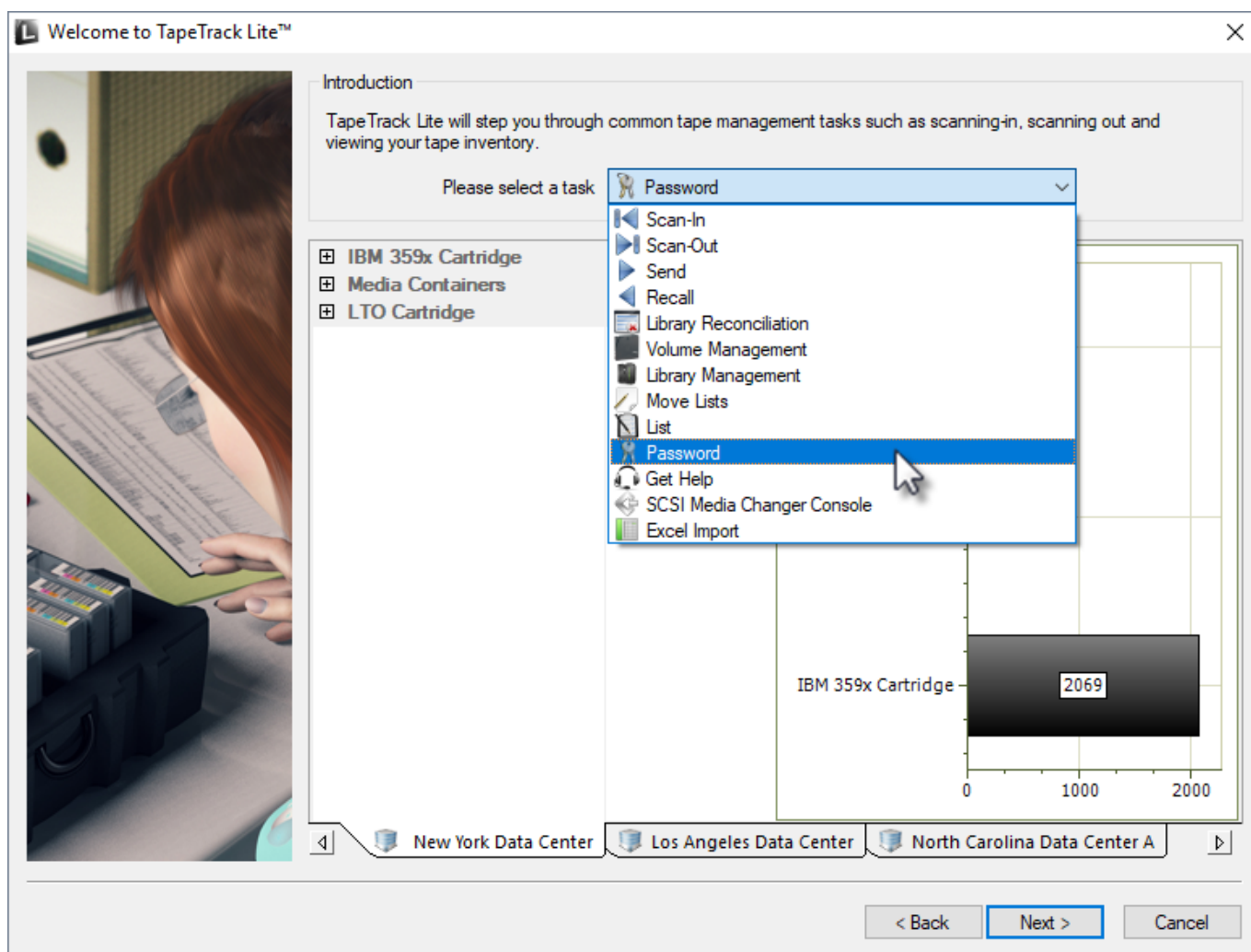


# Password

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.



## Changing a password

In the Password change box, enter:

- your current password
- new password
- verify new password

A dialog box titled "Password Change" with a yellow padlock icon. It contains four input fields: "User" (with "Current User" selected), "Current Password", "New Password", and another "New Password" field. A "Random" button is located below the second "New Password" field. At the bottom are "OK" and "Cancel" buttons.

Password Change

User: Current User

Current Password: [masked]

New Password: [masked]

New Password: [masked]

Random

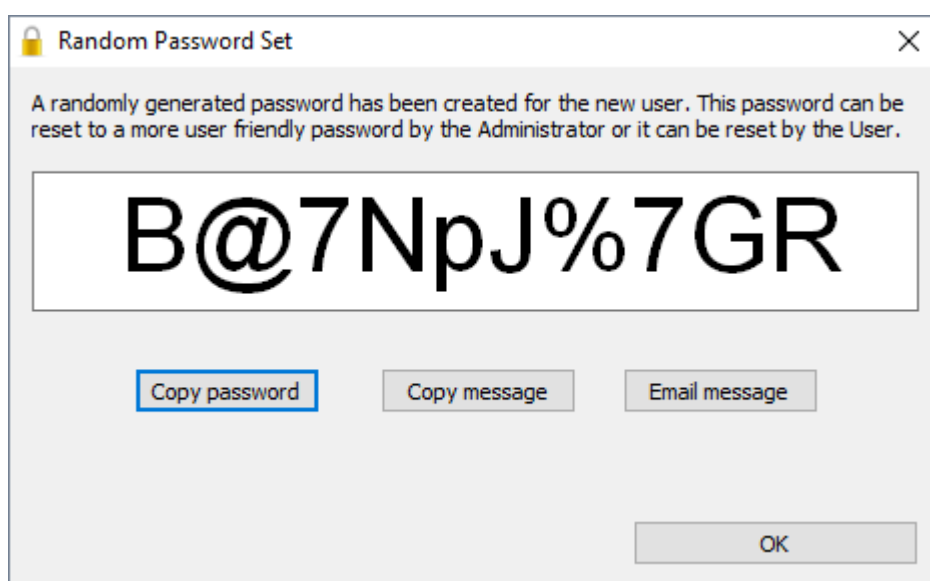
OK Cancel

Click 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.

Clicking the Copy message button 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(B@7NpJ%7GR)" copied to your clipboard for convenience when sending a message to the user with login details.

Clicking the Email message button will open up your default email client with the same text as Copy message.

A dialog box titled "Random Password Set" with a yellow padlock icon. It contains a message about a randomly generated password and a large text box displaying the password "B@7NpJ%7GR". Below the text box are three buttons: "Copy password", "Copy message", and "Email message". An "OK" button is at the bottom right.

Random Password Set

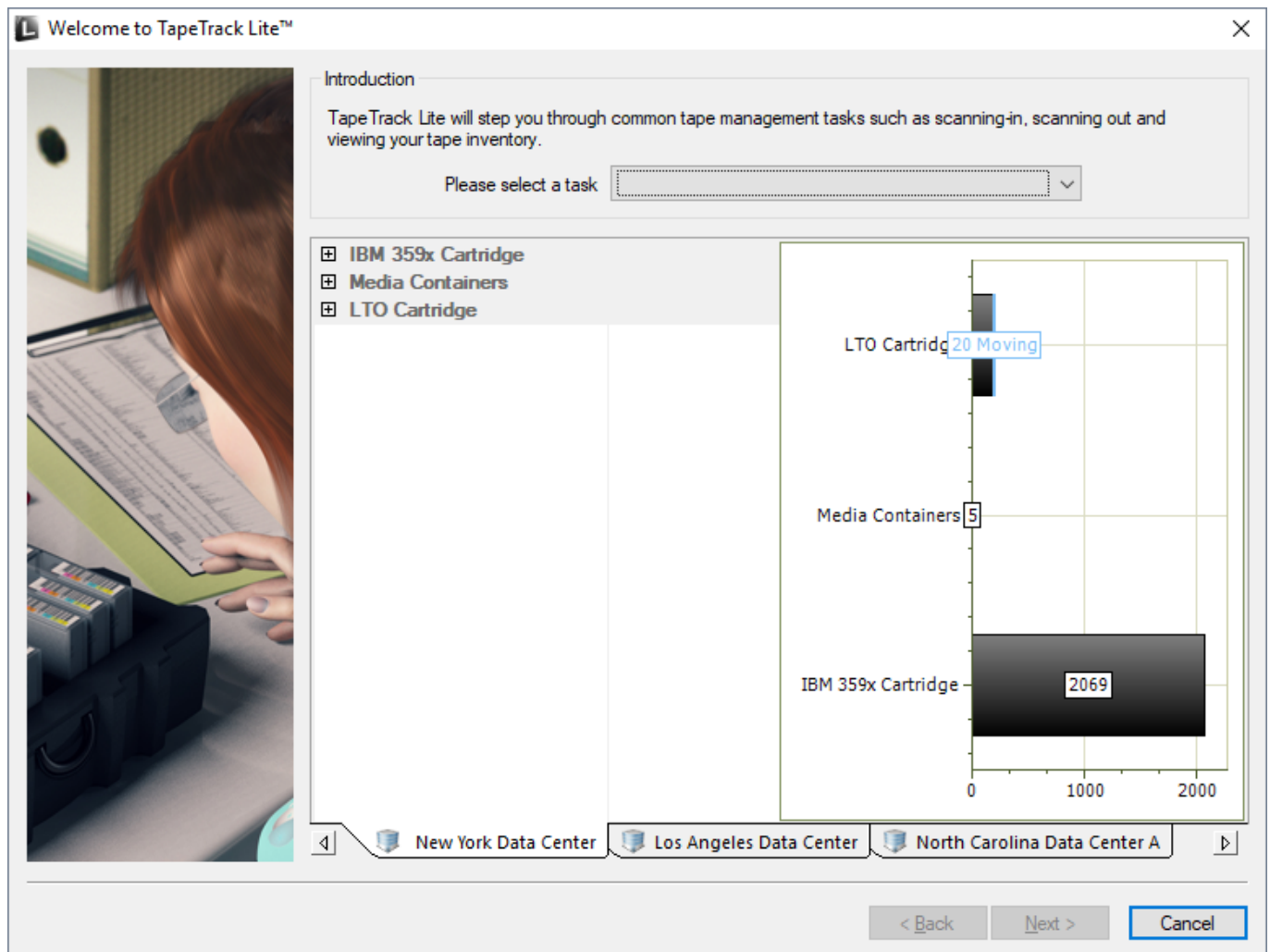
A randomly generated password has been created for the new user. This password can be reset to a more user friendly password by the Administrator or it can be reset by the User.

**B@7NpJ%7GR**

Copy password Copy message Email message

OK

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



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