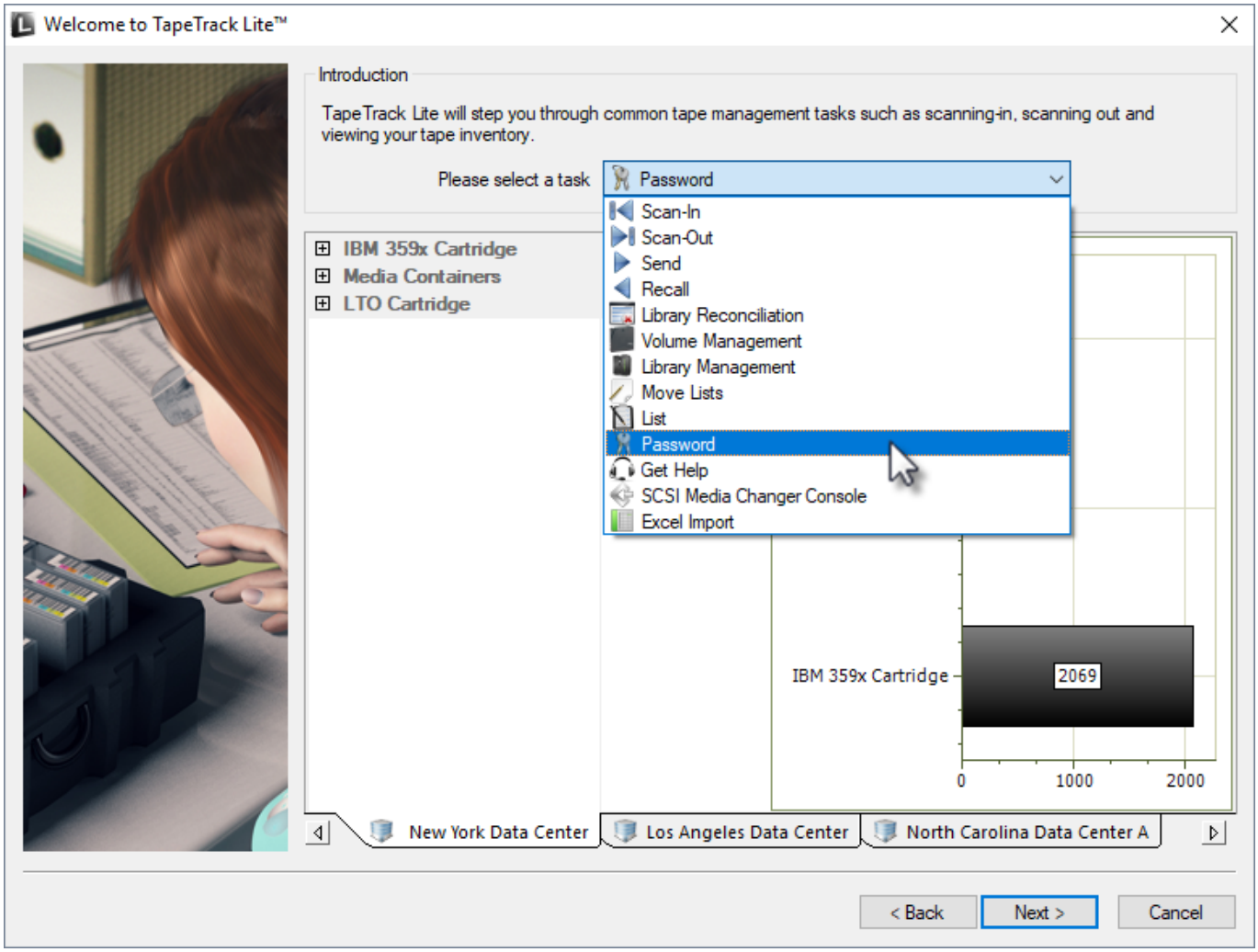
Password

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.

Password Process

Select Password

Select `Password` from the **Task Menu** and click `Next` to continue.



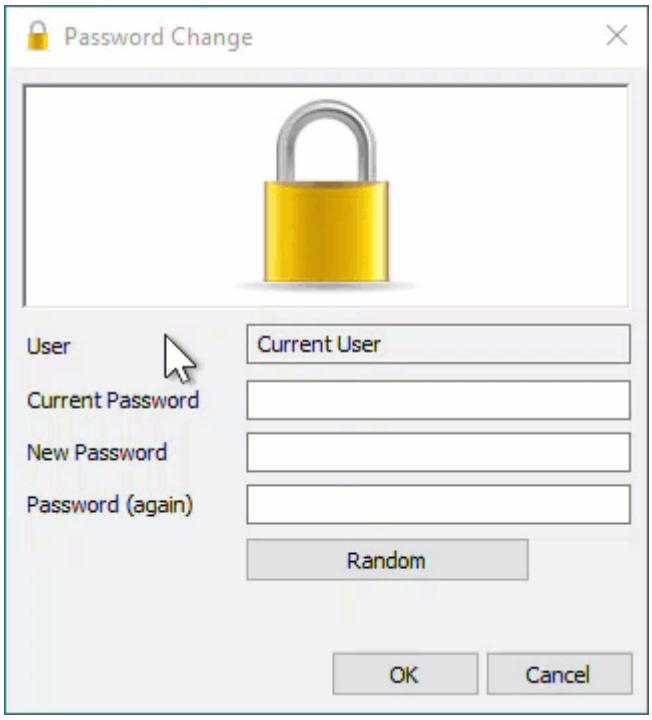
Changing a password

Setting Your Own Password

In the **Password change** window, enter:

- your current password

- new password
- verify new password



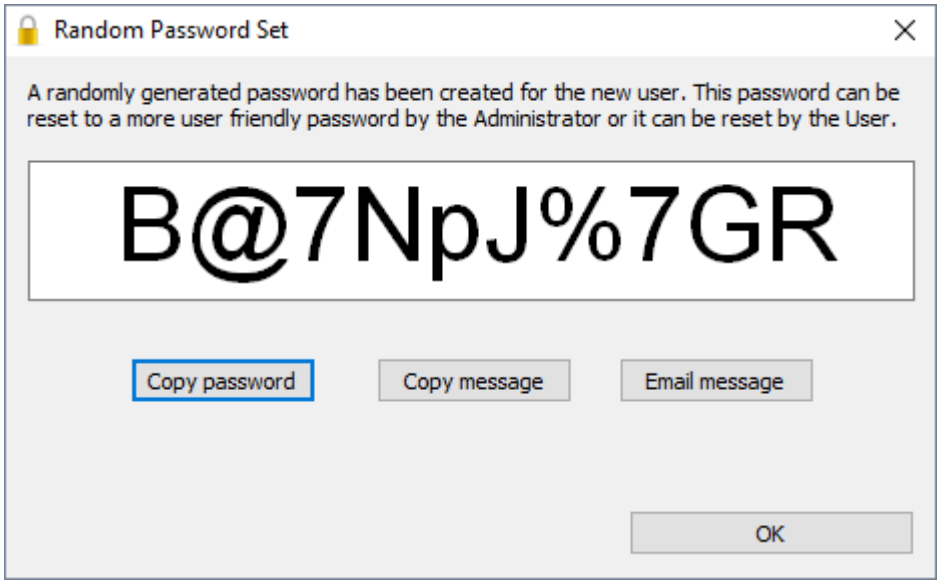
Click OK to update your password and return you to the TapeTrack Lite start screen.

Randomly Generate Password

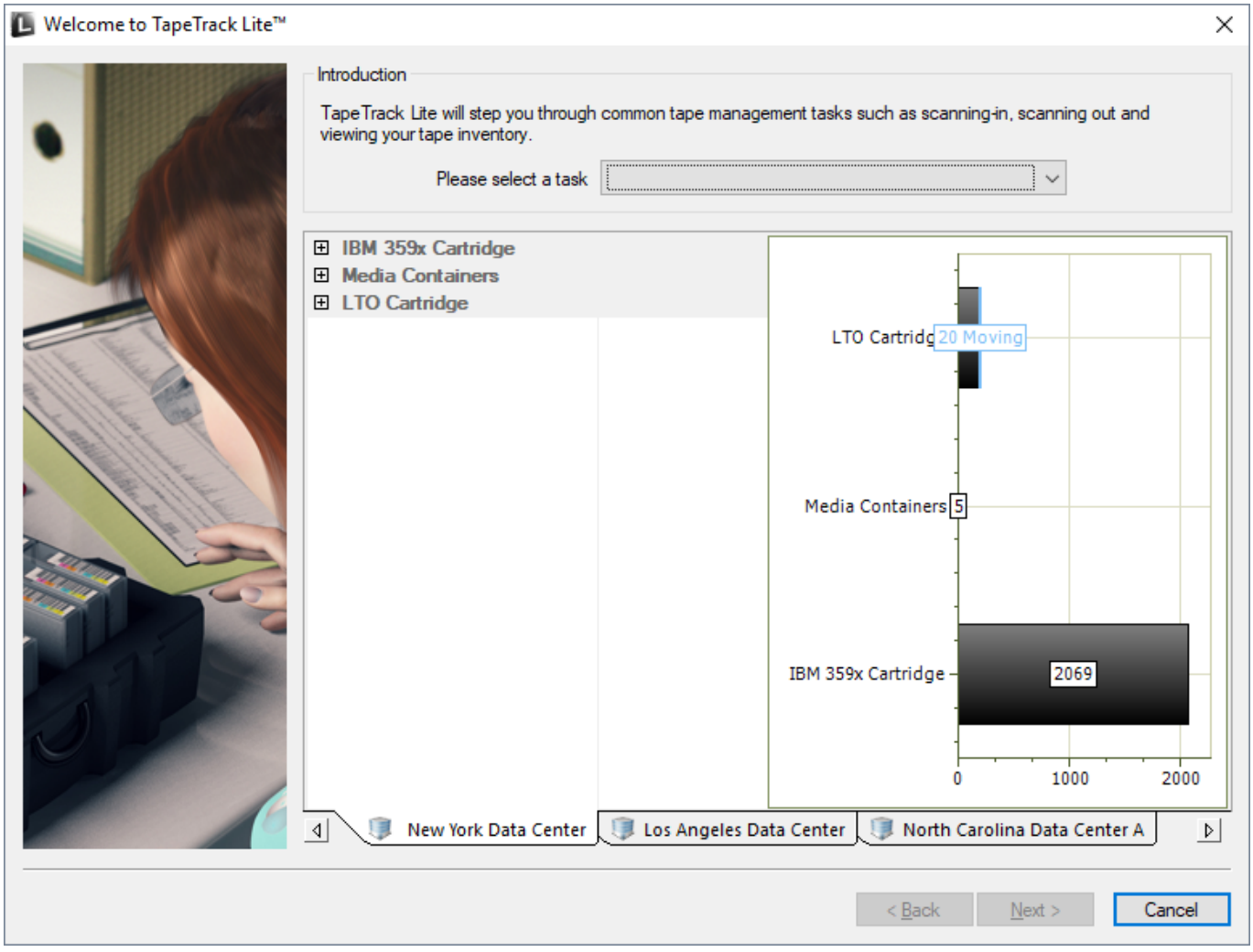
Enter your current password

Click the Random button to enter a randomly generated password into the password fields. This will also open a Random Password Set window displaying the password value. To aid you recording this password value, you have the options:

- 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.



Click OK to update your 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=1616368400

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