# Setting A Password

There are several reasons to set or change passwords in TapeTrack such as restricting unauthorized access, good security practices or re-instating disabled user.

As a password is a secure login credential to access TapeTrack, best password practices should be employed when setting or changing user passwords.

If using Active Directory authentication, local TapeTrack passwords will not be referenced when a user logs in (with No MD5 box checked on login screen) but can be used to reset access when a user account has been disabled or revoked.

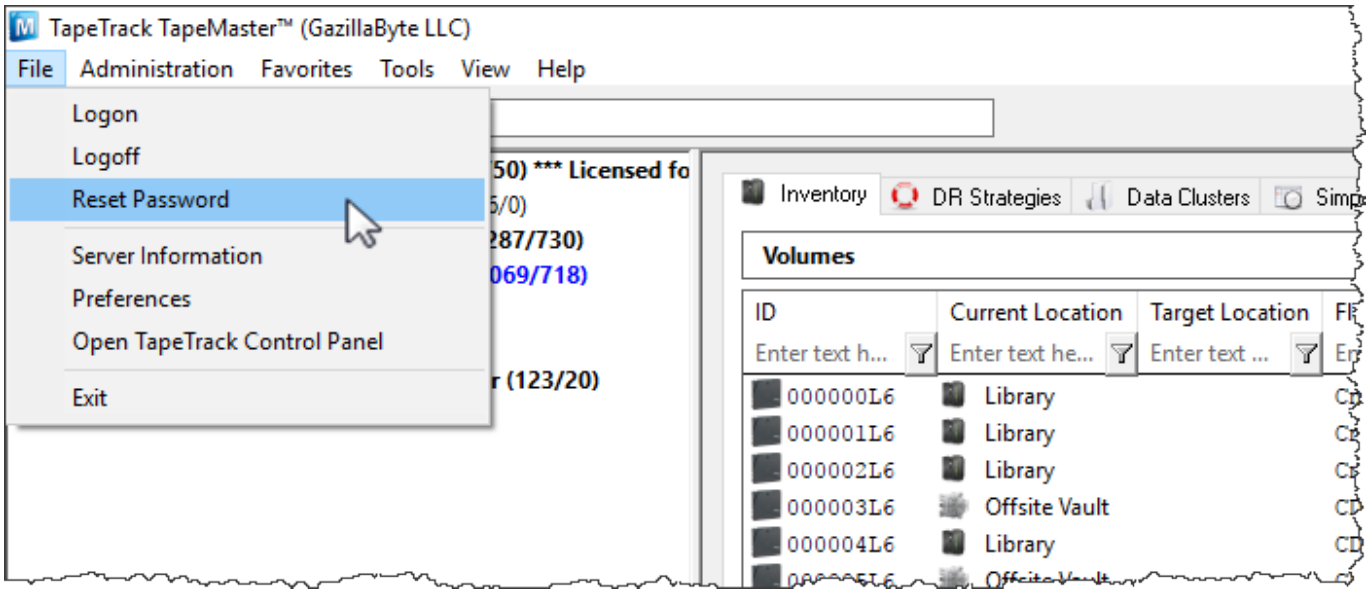
## Changing A Password For Current User



This video is intended as a companion to the instructions.

Best results are obtained by reading the instructions and then viewing the implementation of the process via the video

Open the password utility by selecting `File` → `Reset Password` from the main menu.

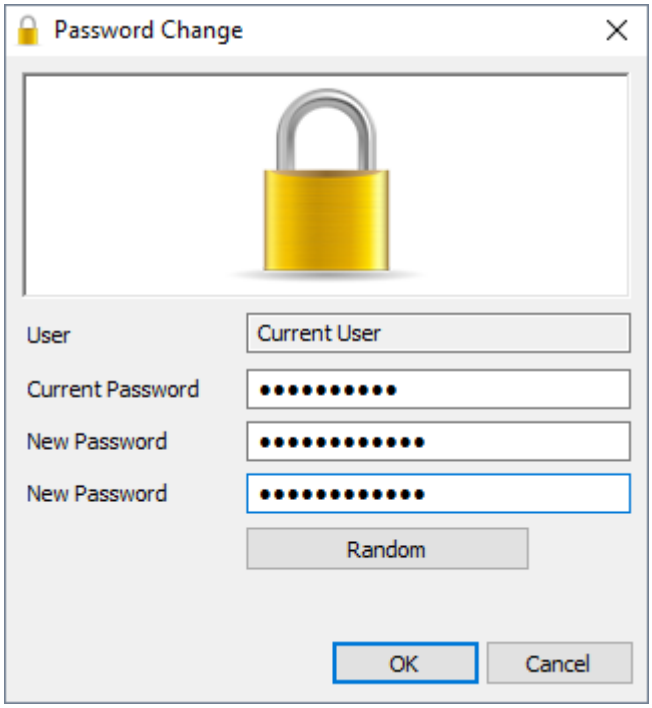



### Setting Your Own Password

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

- your current password
- new password

- verify new password




Click OK to update your password and return you to TapeMaster.

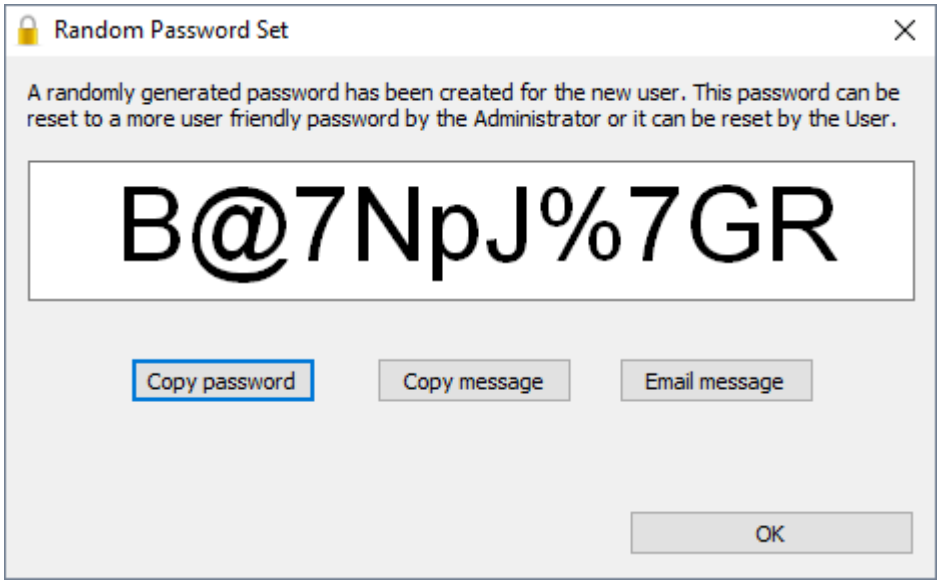
### Randomly Generate Password

Click the Random button if you prefer a randomly generated password to be entered into the password fields.

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 close window.

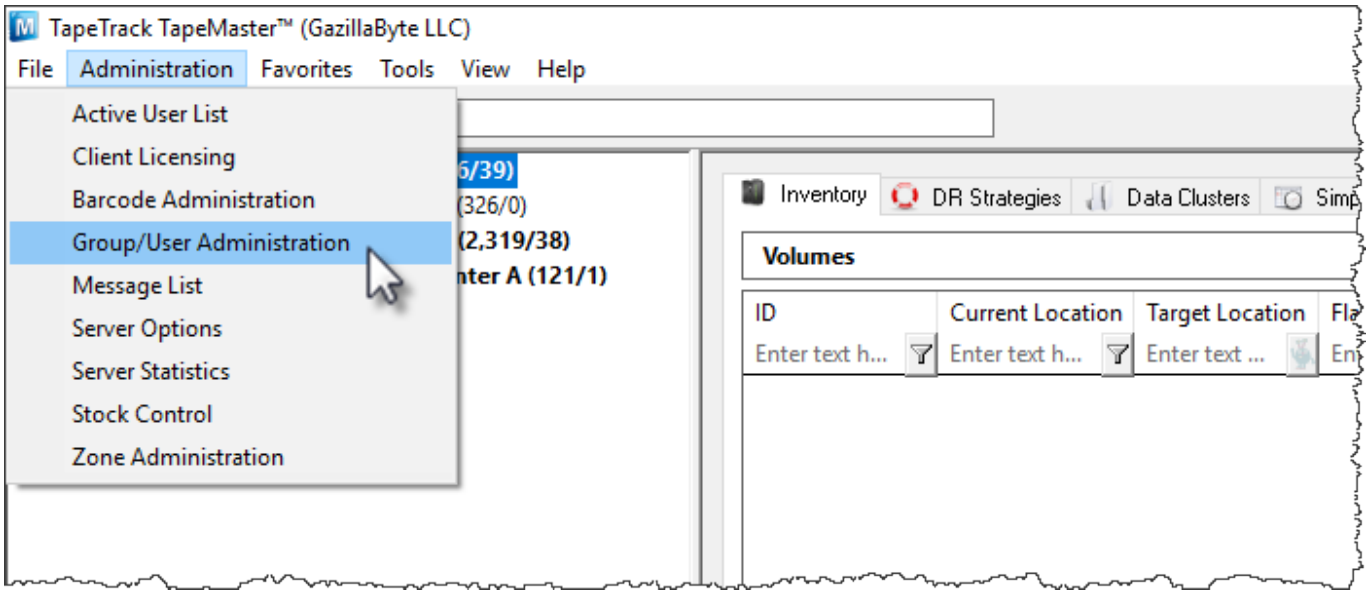
Enter your current password in the `Current Password` field.

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

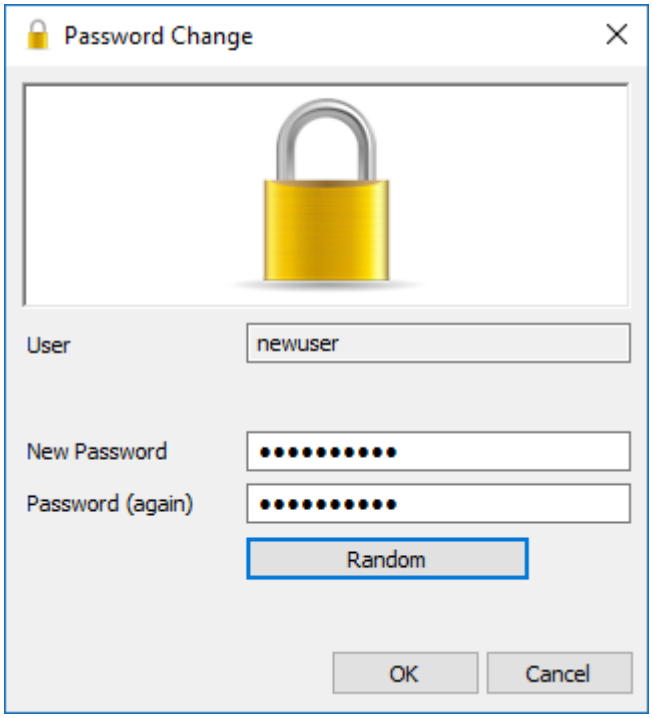
## Changing Other Users Passwords

Only users with tapemaster rights have access to the Administrative menu.

On the menu click `Administration` → `Group/User Administration`.



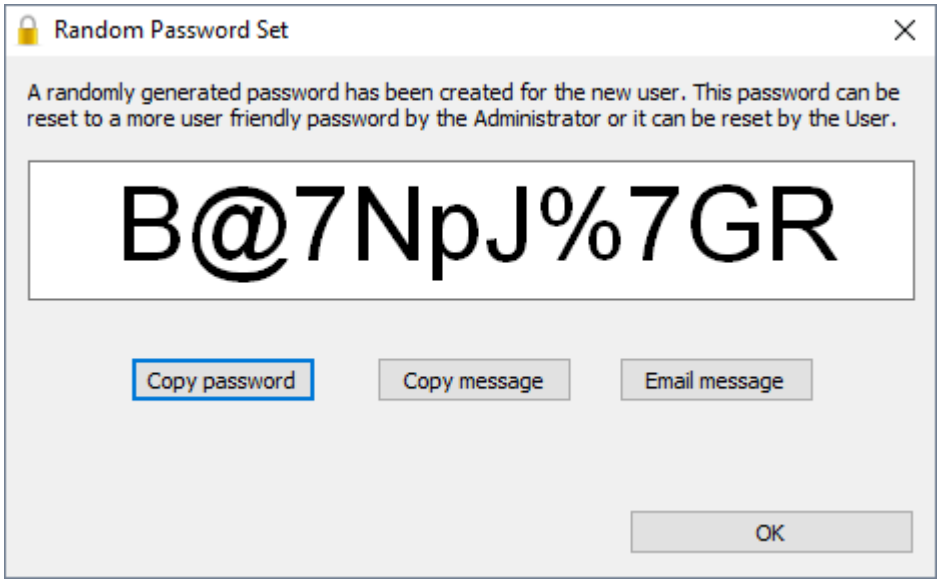

Right click on the required User-ID and select from the popup menu, `Management` → `Reset Password` to open the **Password Change** window.




Insert new password in the `New Password` field.

Type password in the `Password (again)` to confirm.

Alternatively, click the `Random` button to open the **Random Password Set** window.




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.

It is a good practice to have any user you change the password for to have them reset their password

the next time they logon.

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

Permanent link:
**https://docs.tapetrack.com/master/set_password?rev=1574896228**

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