

Setting A Password

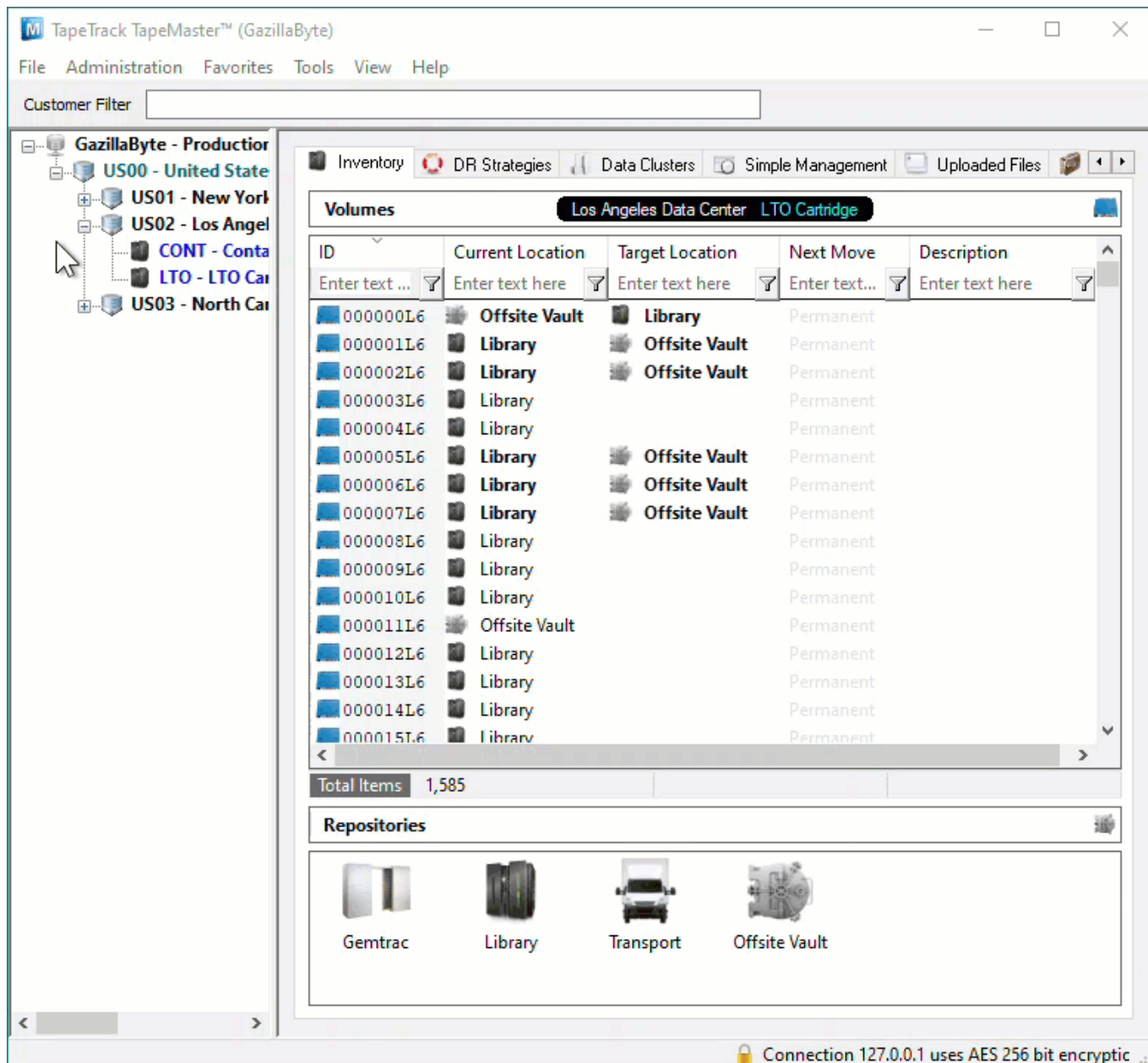
There are several reasons to set or change passwords in TapeTrack such as restricting unauthorized access, good security practices or re-instating disabled user.

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

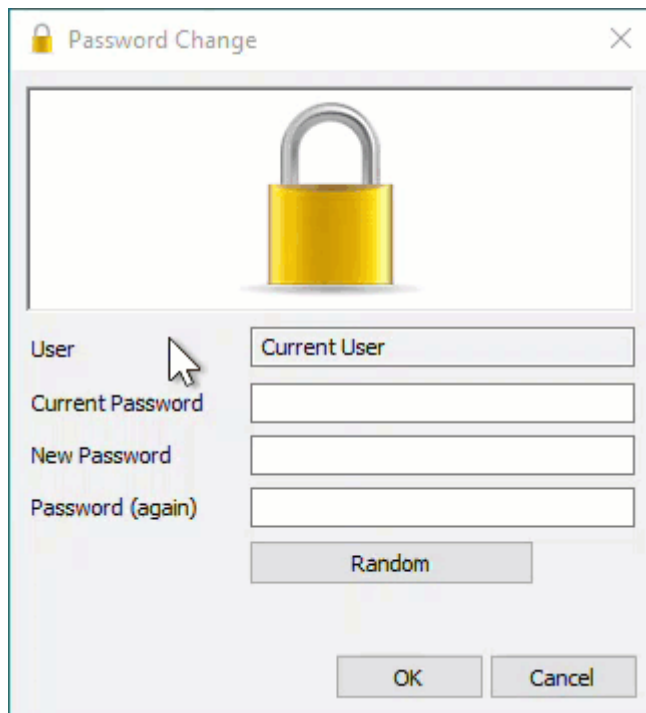
Open the password utility by selecting **File → Reset Password** from the main menu.



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 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 close the Random Password Set window.



The 'Password Change' dialog box features a yellow padlock icon at the top. Below it, there are four input fields: 'User' (containing 'Current User'), 'Current Password', 'New Password', and 'Password (again)'. A 'Random' button is located below the 'New Password' field. At the bottom are 'OK' and 'Cancel' buttons.

Enter your current password in the Current Password field.

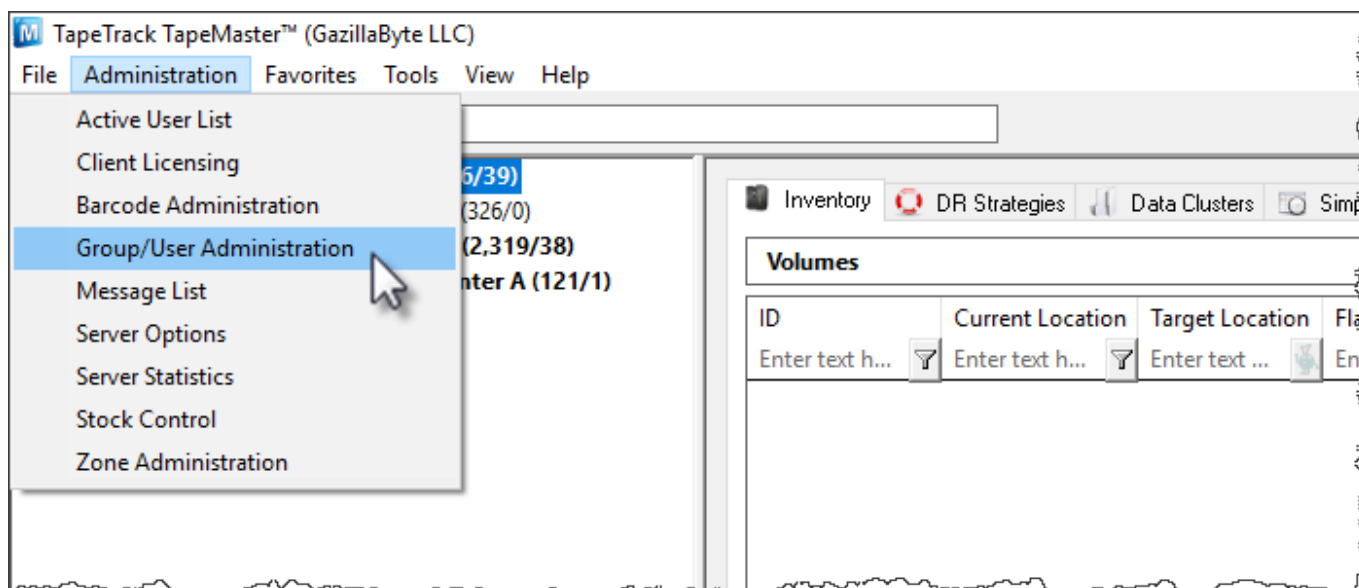
Click OK to update your password and close the Password Change window.

Changing Other Users Passwords



If the menu option **Administration** is greyed out and inaccessible, you do not have sufficient privileges (tapemaster rights) to change others passwords

From the main menu select 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.



If you don't see the Management menu when right clicking on a User-ID, please see [Previous release method](#) for resetting passwords

The 'Password Change' dialog box features a yellow padlock icon at the top. Below it, there are three input fields: 'User' with the text 'newuser', 'New Password' with masked characters, and 'Password (again)' also with masked characters. A 'Random' button is positioned below the 'Password (again)' field. At the bottom, there are 'OK' and 'Cancel' buttons.

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.

The 'Random Password Set' dialog box displays a message: '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.' Below the message, the generated password 'B@7NpJ%7GR' is shown in a large font. At the bottom, there are three buttons: 'Copy password' (highlighted with a blue border), 'Copy message', and 'Email message'. An 'OK' button is located at the bottom right.

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=1616371297

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