How to change a users password?

Summary

These instructions detail how to reset and change a users password.
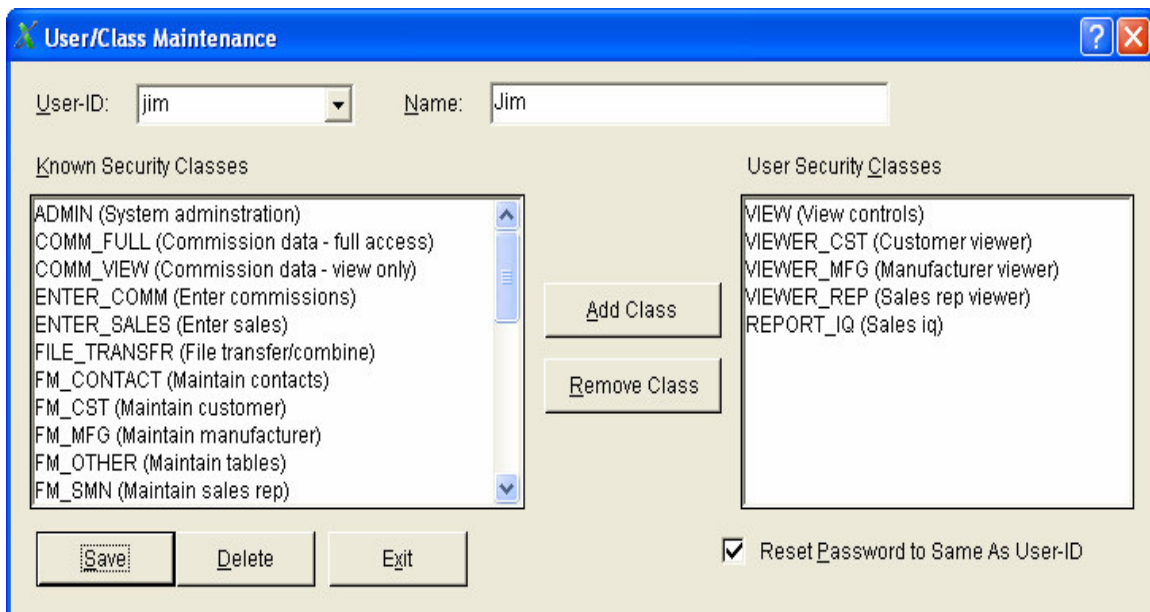
Requirements

User with Admin Security Class

Module

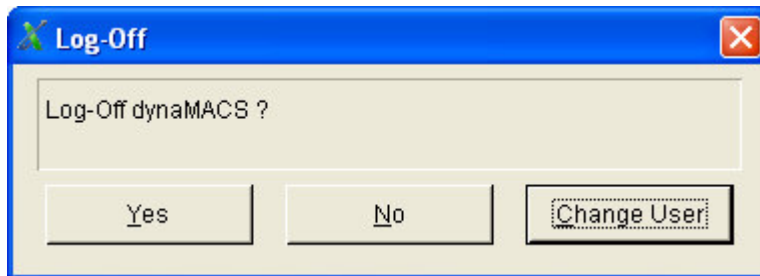Other Functions>Security

Solution

1. Start dynaMACS then log on as a user with the Admin security class.
2. Go to the menu Other Functions > Security>User Class Maintenance.
3. In the User-Class Maintenance dialog box select the user from the USER-ID dropdown box as in the example below:
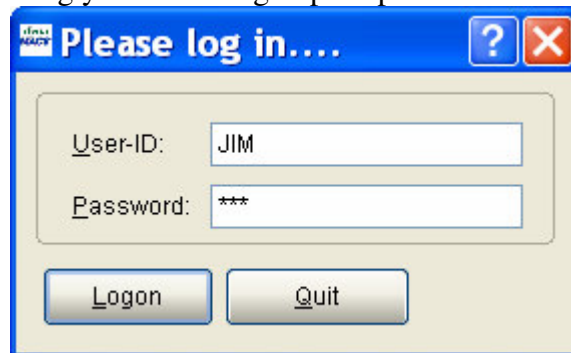

4. Put a check in the box next to Reset Password to Same As User-ID and choose **SAVE**.
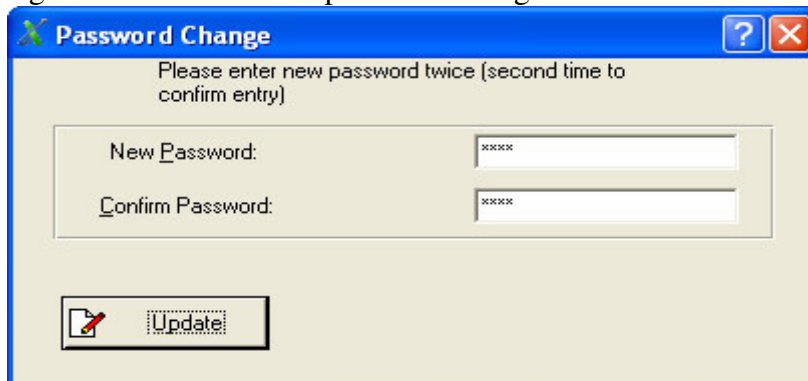5. Press **OK** at the user has been updated message box then select**EXIT**.

FYI

ⓘ ' jim ' has been updated

[OK]

6. Choose Log off at the main screen then select **CHANGE USER** button at the Log-off box.

Log-Off

Log-Off dynaMACS ?

[Yes]   [No]   [Change User]

7. dynaMACS will bring you to the Log in prompt.

Please log in....

User-ID: JIM

Password: ***

[Logon]   [Quit]

8. Login as that user. Remember the password has been reset to the same as the User-ID After you log in for the first time a password change window will come up.

Password Change

Please enter new password twice (second time to confirm entry)

New Password: ****

Confirm Password: ****

[Update]

9. Change the password for the user and select **UPDATE**.