

# 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.

[image](#)

## Changing a password

In the Password change box, enter:

- your current password
- new password
- verify new password

[image](#)

Press 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. Copy message 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(#####) " copied to your clipboard for convenience when sending a message to the user with login details. Clicking email message will open up your default email client with the same text as Copy message.

[image](#)

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

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