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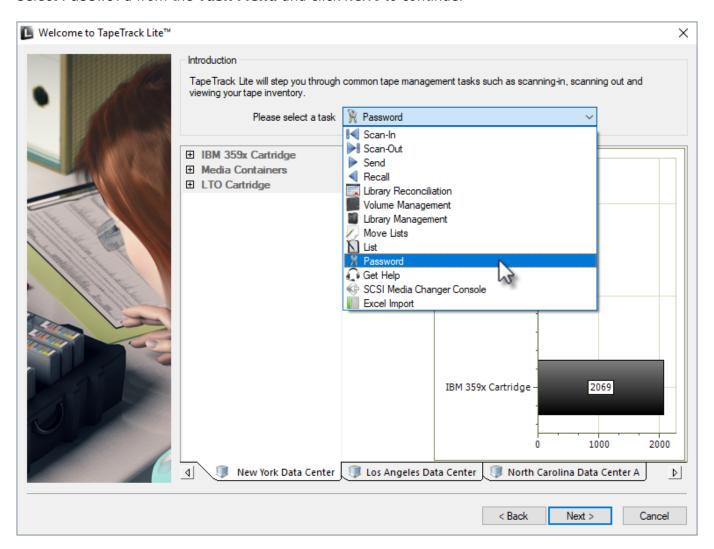
# **Password**

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

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new password

· verify new password



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

### **Randomly Generate Password**

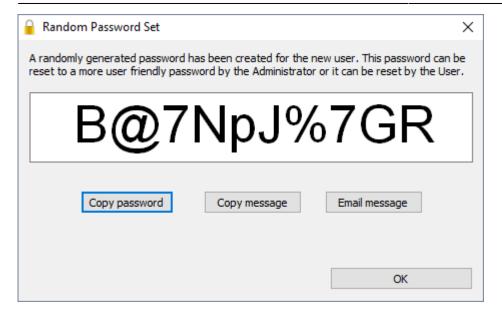
Enter your current password

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:

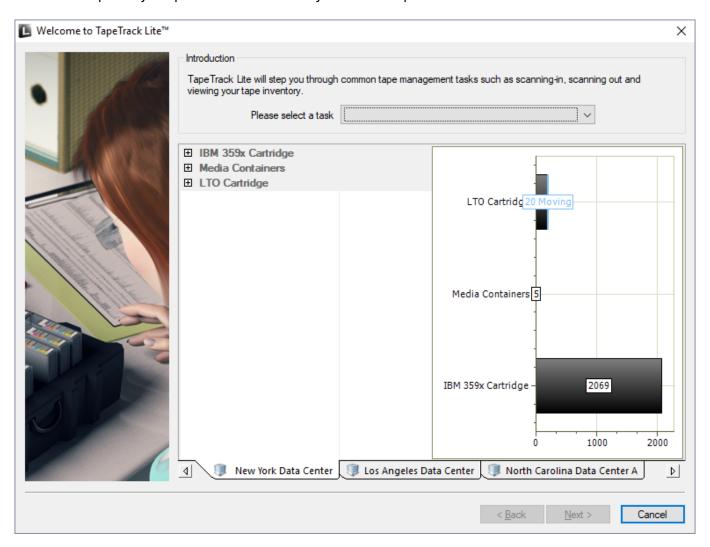
- Click the Copy password button to copy generated password to your clipboard.
- Clicking the Copy message button will give you the text "A new TapeTrack User-ID has been created for you to use. You can access this account using the User-ID (Current User) and the password(B@7NpJ%7GR)" copied to your 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.

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



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