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

- new password
- verify new password

Password Chan	ge	\times
User Current Password New Password	Current User	
Password (again)	Random	
	OK	Cancel

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

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.

Password Chan	ge ×
User Current Password New Password	Current User
Password (again)	Random
	OK Cancel

Enter your current password in the Current Password field.

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

Welcome to TapeTrack Lite™		×
•	Introduction TapeTrack Lite will step you through viewing your tape inventory. Please select a task	common tape management tasks such as scanning-in, scanning out and
	 ⅡBM 359x Cartridge ➡ Media Containers ➡ LTO Cartridge 	LTO Cartridg 20 Moving
		Media Containers 5
		IBM 359x Cartridge - 2069 0 1000 2000
	New York Data Center	US Angeles Data Center 🗍 North Carolina Data Center A
		< <u>B</u> ack <u>N</u> ext > Cancel

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