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 \rightarrow Reset Password from the main menu.

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Setting Your Own Password

In the **Password change** window, enter:

- your current password
- new password
- verify new password

Password Chang	ge X
User Current Password New Password	Current User
Password (again)	Random OK Cancel

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.

Password Chan	ge X	
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 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 \rightarrow Group/User Administration.

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Right click on the required User-ID and select from the popup menu, Management \rightarrow 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 releases method for resetting passwords

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jdoe		John Doe		Activ		Blank	0:			
tapemaster		Super User		Activ	/e					
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In the Password Change window to set a known password value, insert new password in the New Password field.

Type password in the Password (again) field to confirm the password value.

Password Chan	ge	×
User	jdoe	
Password (again)	Random	
	OK Ca	ncel

Alternatively, if you would like to set a randomly generated 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 Char	nge X
User	jdoe
Password (again)	Random
	OK Cancel

Click OK to close the Password Change window and return to the ""User Administration window. Update any other User's if required, click X" at the top right of the window to exit back to TapeMaster.

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.

