## **Setting A Password**

## **Changing A Password For Current User**

Open the password utility by selecting File  $\rightarrow$  Reset Password from the main menu.

1/2

Open the password utility by selecting File  $\rightarrow$  Reset Password from the main menu.

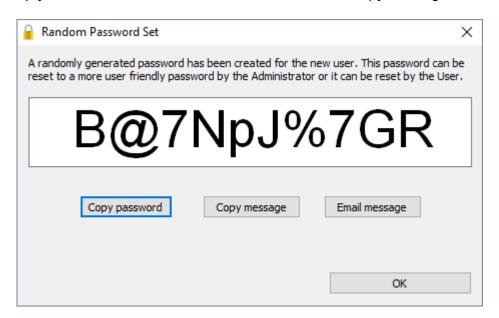
M TapeTrack TapeMaster™ (GazillaByte LLC)						
File	Administration Favorites Tools View Help					
L	Logon Logoff Reset Password	50) *** Licensed fo	Inventory 🚺	DR Strategies 🔏 D	Pata Clusters 🔯 Simp	
S	Server Information Preferences	5/0) 287/730) 069/718) r (123/20)	Volumes			
	Open TapeTrack Control Panel		ID Enter text h 🍸	Current Location Enter text he 7	Target Location     Fl       Enter text     T	
E	Exit		00000016	Library Library	CT CT	
			00000216	<ul> <li>Library</li> <li>Offsite Vault</li> </ul>	Cr Cr	
L	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		000004L6	Ibrary لibrary <u>المالي الم</u>	cı کې سې سې	

In the Password change box, enter:

- your current password
- new password
- verify new password

Password Change X					
User	Current User				
Current Password	•••••				
New Password	•••••				
New Password	•••••				
	Random				
	OK Cancel				

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.



Click OK to close window. When finished filling out the password fields click OK to update your password and return you to

