Setting A Password

Overview

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.

Changing A Password For Current User

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

In the Password change box, enter:

- your current password
- new password
- verify new password

Password Change						
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 (chd!bH6sWv) " 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 the password generator to enter the new random password into the password fields. Enter your current password.



Click 0K to close window and update your password.

Changing Other Users Passwords

Only users with tapemaster rights have access to the Administrative menu

On the menu click Administration \rightarrow Group/User Administration.

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The password can be changed in this screen by simply clicking in the password field of the required user and typing the new password.

2 User Administration							
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User-ID	Name	Status	Group	Role	Password		
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From: https://rtfm.tapetrack.com/ - TapeTrack Documentation
Permanent link: https://rtfm.tapetrack.com/master/set_password?rev=1502209741
Last update: 2025/01/21 22:07