

# Setting A Password

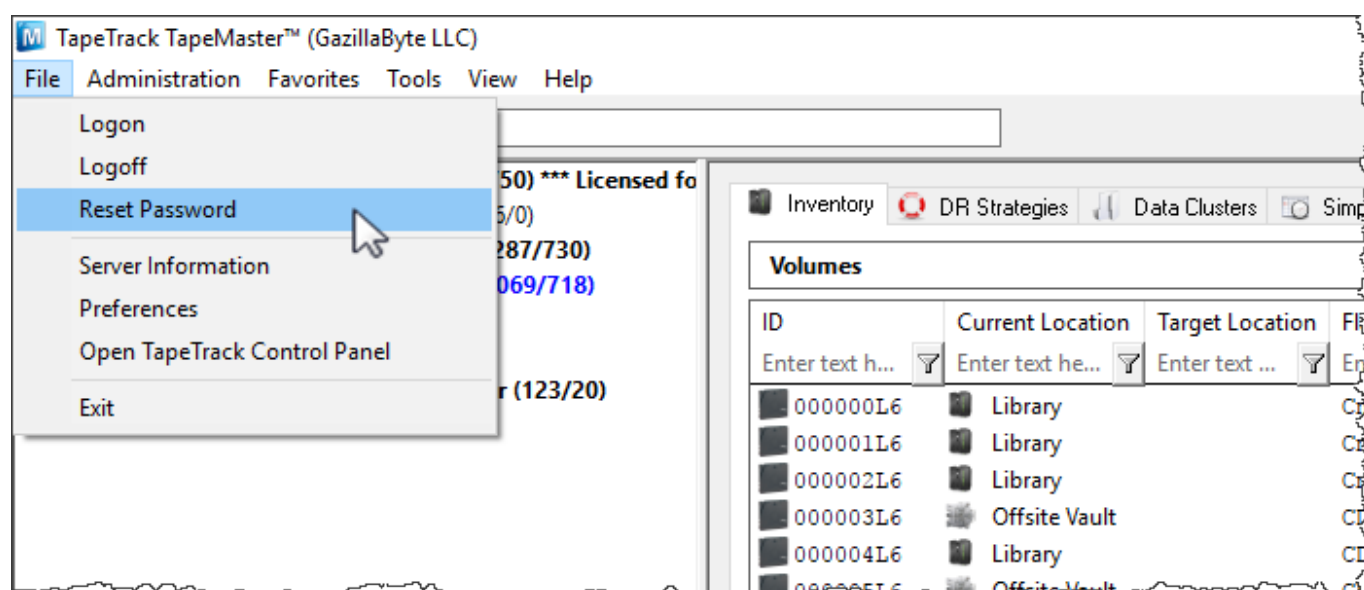
## Overview

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.

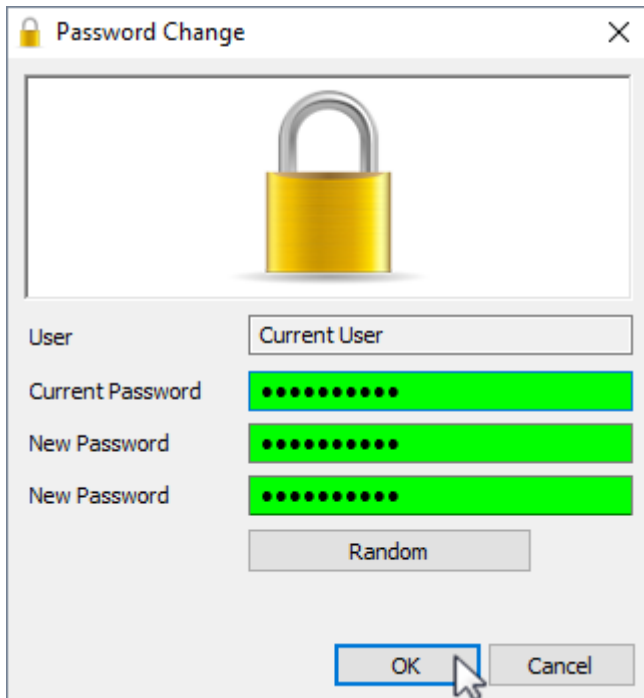
## Changing A Password For Current User

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



In the Password change box, enter:

- your current password
- new password
- verify new password

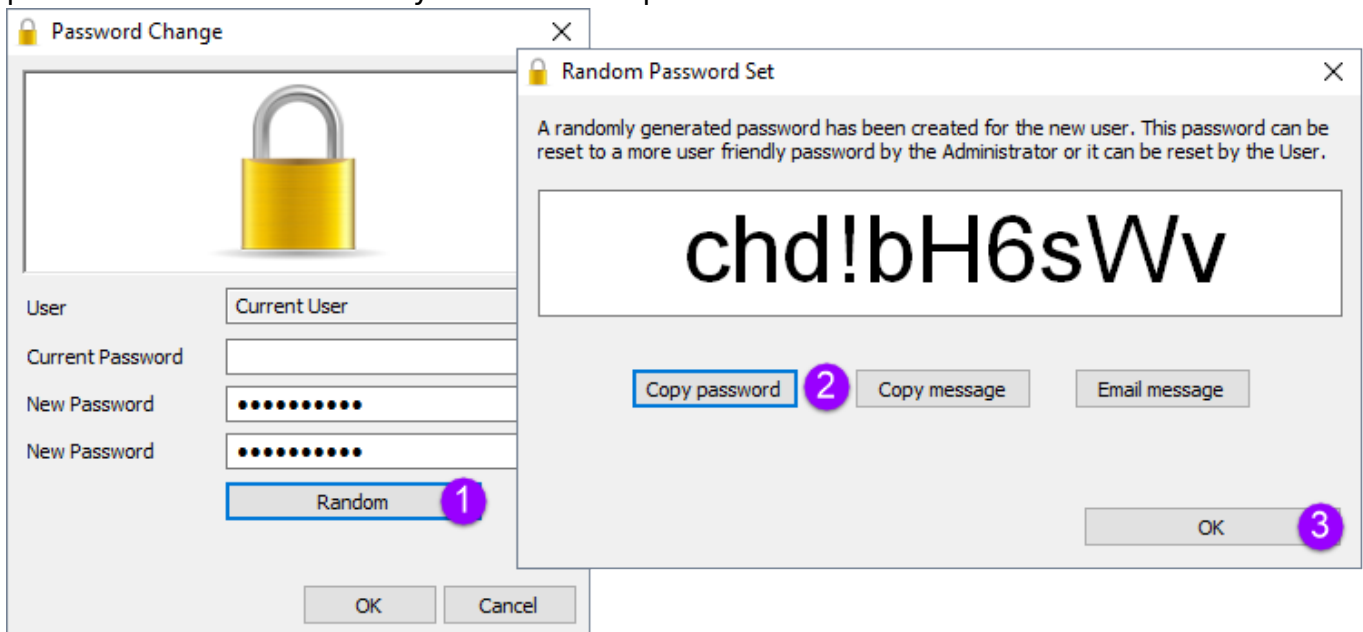


A dialog box titled "Password Change" with a yellow padlock icon. It contains a "User" dropdown menu set to "Current User", and three password input fields: "Current Password", "New Password", and "New Password" (repeated). All password fields are filled with red dots. Below the fields is a "Random" button. At the bottom are "OK" and "Cancel" buttons. A mouse cursor is pointing at the "OK" button.

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.

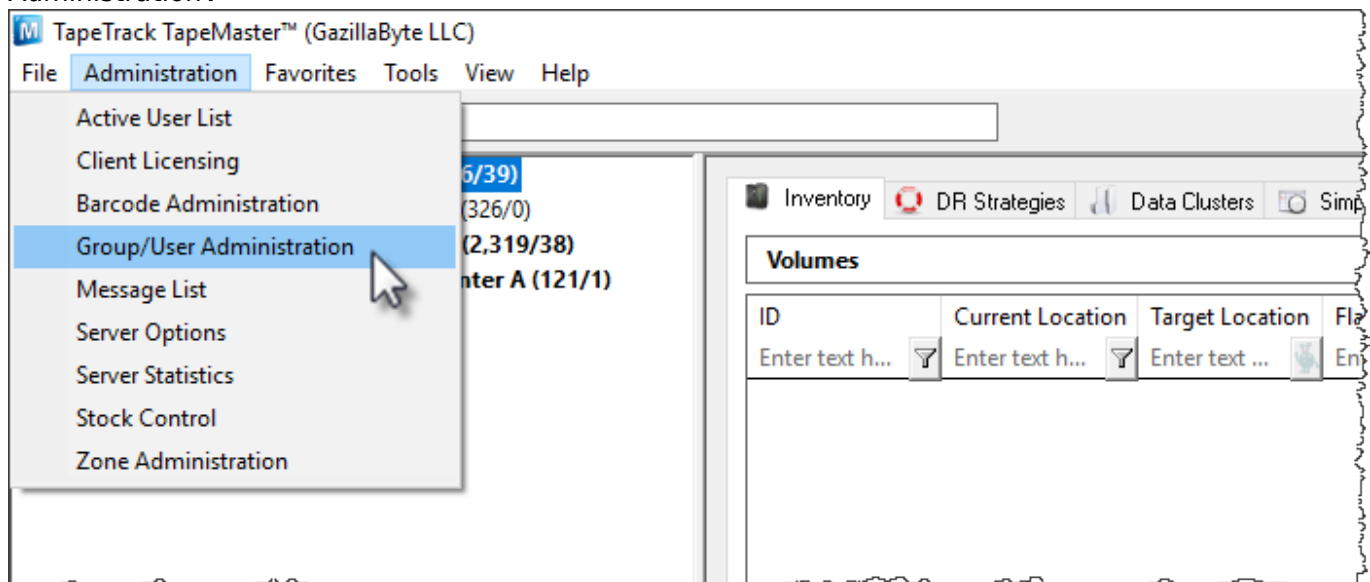
Copy message will give you the text A new TapeTrack User-ID has been created for you to use. You can access this account using the User-ID (Current User) and the password (chd!bH6sWv) " copied to your clipboard for convenience when sending a message to the user with login details. Clicking email message 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.



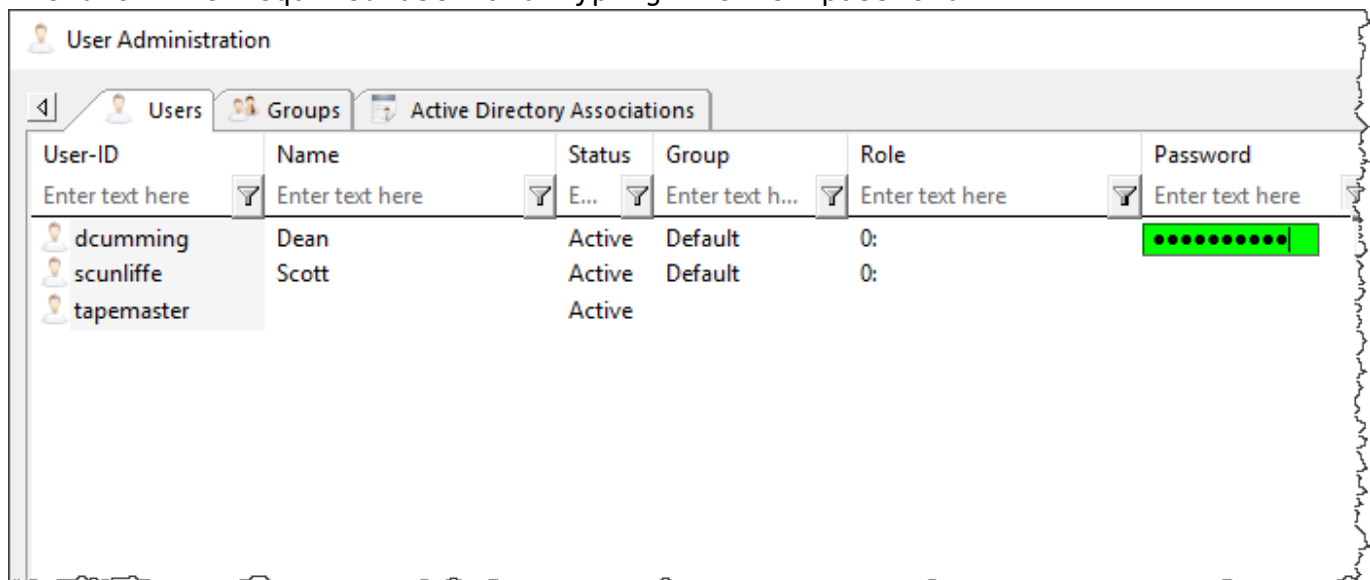
Two overlapping dialog boxes. The background box is the "Password Change" dialog from the previous image. Overlaid on top is a "Random Password Set" dialog. The "Random Password Set" dialog has a title bar with a yellow padlock icon and a close button. The main text says: "A randomly generated password has been created for the new user. This password can be reset to a more user friendly password by the Administrator or it can be reset by the User." Below this text is a large text box displaying the password "chd!bH6sWv". At the bottom of the dialog are four buttons: "Copy password" (highlighted with a blue border and a purple circle with the number 2), "Copy message", "Email message", and "OK" (highlighted with a purple circle with the number 3). In the background "Password Change" dialog, the "Random" button is highlighted with a blue border and a purple circle with the number 1.

Click OK to close window and update your password. ===== Changing Other Users Passwords ===== <note tip>Only users with tapemaster rights have access to the Administrative menu.</note> On the menu click Administration → Group/User

## Administration .



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



Click the "X" at the top of the screen to exit.

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.

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