

# Setting A Password

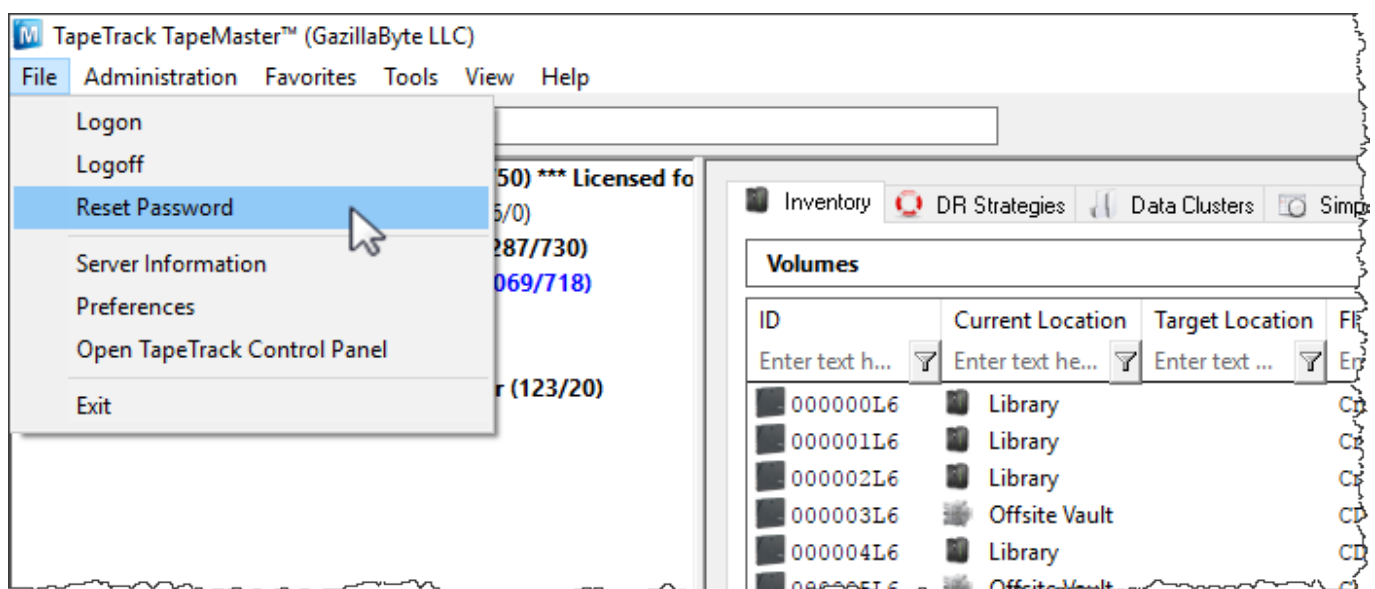
There are several reasons to set or change passwords in TapeTrack such as restricting unauthorized access, good security practices or re-instating disabled user.

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.

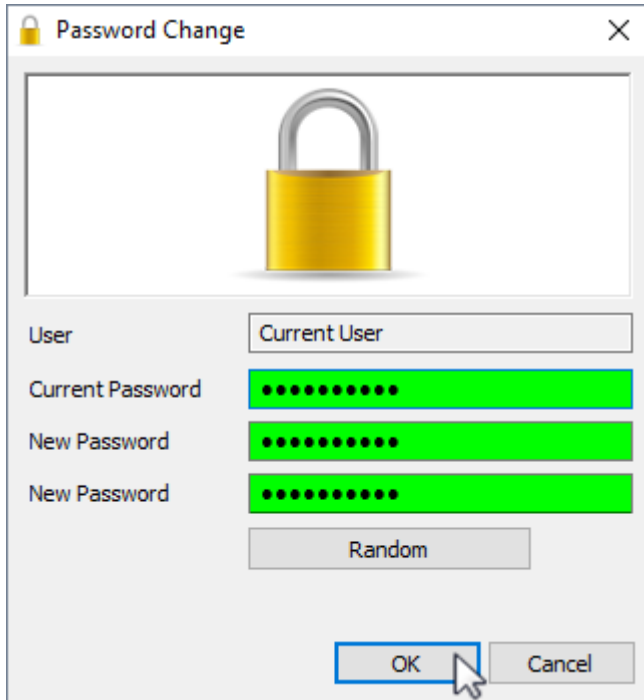
## Changing A Password For Current User

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



To set your password manually in the **Password Change** window, enter:

- your current password
- new password
- verify new password



A dialog box titled "Password Change" with a yellow padlock icon. It contains fields for "User" (set to "Current User"), "Current Password", "New Password", and "New Password" (all masked with dots). A "Random" button is below the password fields. At the bottom are "OK" and "Cancel" buttons. A mouse cursor is pointing at the "OK" button.

If you would prefer a randomly generated password:

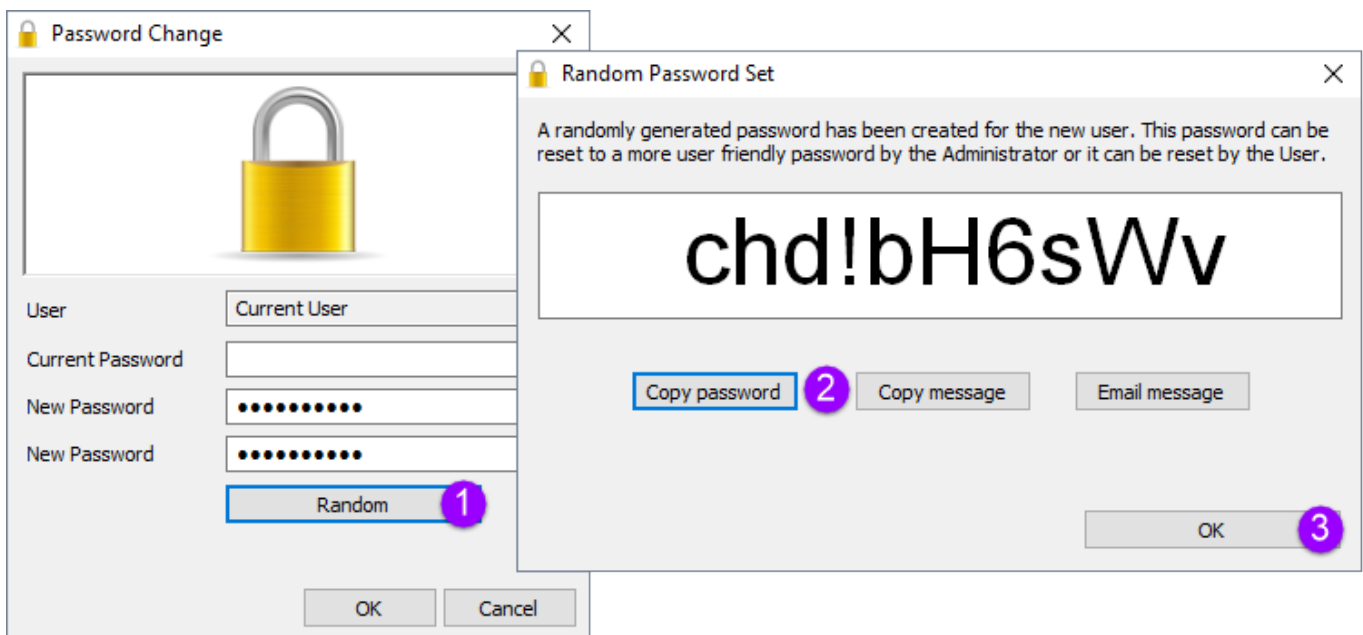
Click the Random button (1) to generate password. (This password can be reset to a more user friendly password by the administrator or user)

Click the Copy password button (2) to copy the generated password to your clipboard.

Clicking the 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".

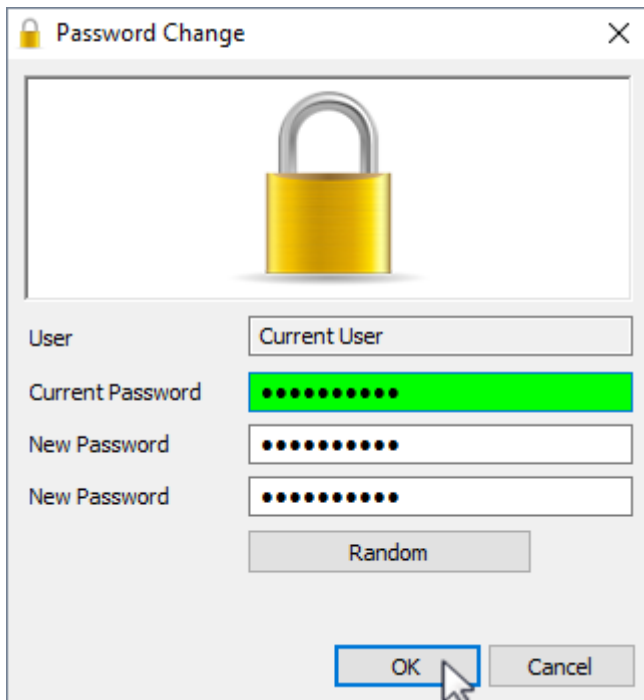
Clicking Email message (2) will open up your default email client with the same text as Copy message.

Click OK (3) to close the password generator to enter the new random password into the password fields.



Two overlapping dialog boxes. The "Password Change" dialog is in the background, with the "Random" button highlighted by a purple circle with the number 1. The "Random Password Set" dialog is in the foreground. It contains a message: "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 the message is a large text box displaying the password "chd!bH6sWv". At the bottom of this dialog are three buttons: "Copy password" (highlighted by a purple circle with the number 2), "Copy message", and "Email message". At the very bottom is an "OK" button (highlighted by a purple circle with the number 3).

Enter your current password and click OK to close window and update your password.

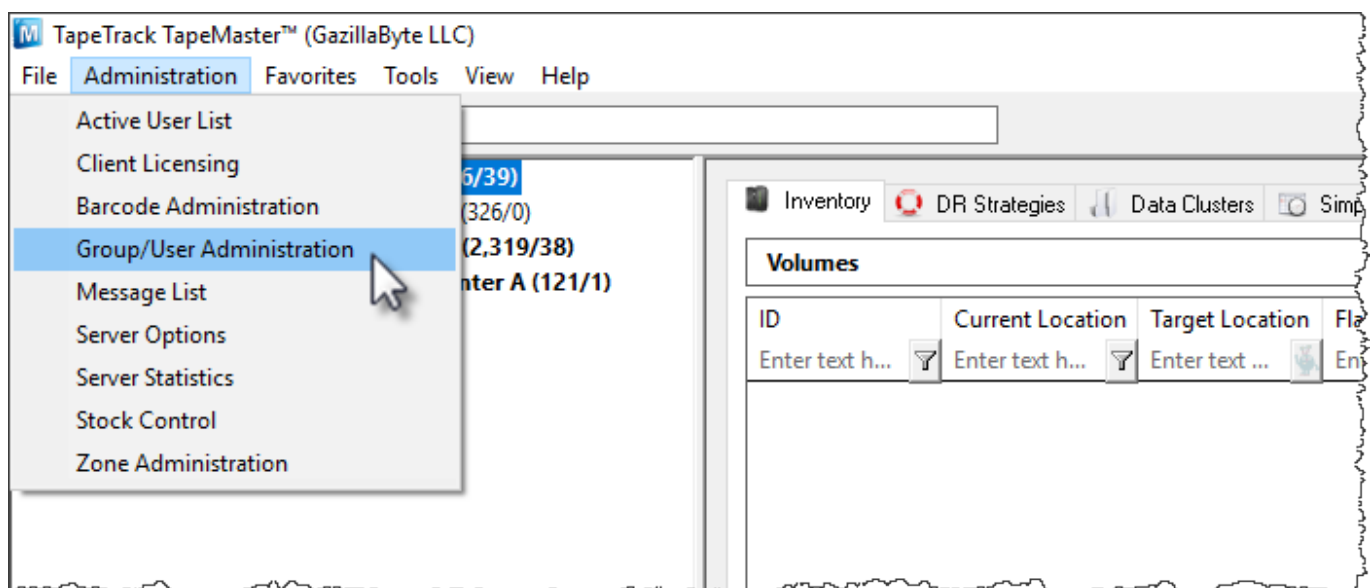
A dialog box titled "Password Change" with a yellow padlock icon. It contains four text input fields: "User" (with "Current User" selected), "Current Password" (filled with red dots), "New Password" (filled with red dots), and another "New Password" field (also filled with red dots). Below the fields is a "Random" button. At the bottom are "OK" and "Cancel" buttons, with a mouse cursor pointing at the "OK" button.

## Changing Other Users Passwords



Only users with tapemaster rights have access to the Administrative menu.

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. If the password is longer than the display field you will need to expand the password column to an appropriate size before entering.

User Administration

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Users

Groups

Active Directory Associations

User-ID	Name	Status	Group	Role	Password
Enter text here	Enter text here	E...	Enter text h...	Enter text here	Enter text here
dcumming	Dean	Active	Default	0:	.....
scunliffe	Scott	Active	Default	0:	
tapemaster		Active			

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 login.

From:  
<https://rtfm.tapetrack.com/> - TapeTrack Documentation

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