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 $\texttt{File} \rightarrow \texttt{Reset}$ <code>Password</code> from the main menu.

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

• your current password

Image: TapeTrack TapeMaster™ (GazillaByte LLC)

- new password
- verify new password

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

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.

🔒 Password Chang	e	×	<	
		🔒 Ra	Random Password Set	×
		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.		
			chd!bH6sWv	
User	Current User			
Current Password				
New Password	•••••		Copy password Copy message Email message	
New Password	•••••			
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Enter your current password and click OK to close window and update your password.

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

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

2 User Administration					
Users 🥵 Groups 🕞 Active Directory Associations					
User-ID	Name	Status	Group	Role	Password
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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.

