

# Setting A Password

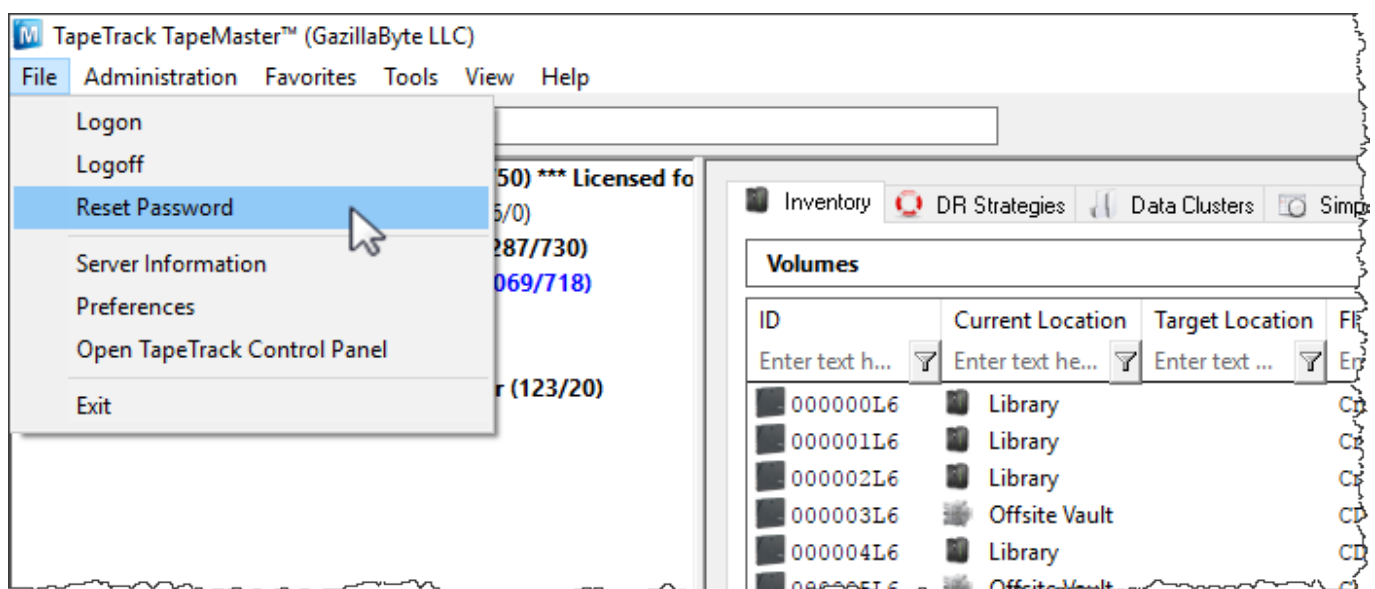
There are several reasons to set or change passwords in TapeTrack such as restricting unauthorized access, good security practices or re-instating disabled user.

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 or revoked.

## Changing A Password For Current User

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



## Setting Your Own Password

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 four text input fields: "User" (pre-filled with "Current User"), "Current Password", "New Password", and a second "New Password" field. All password fields are masked with dots. Below the second "New Password" field is a "Random" button. At the bottom are "OK" and "Cancel" buttons.

Click OK to update your password and return you to TapeMaster.

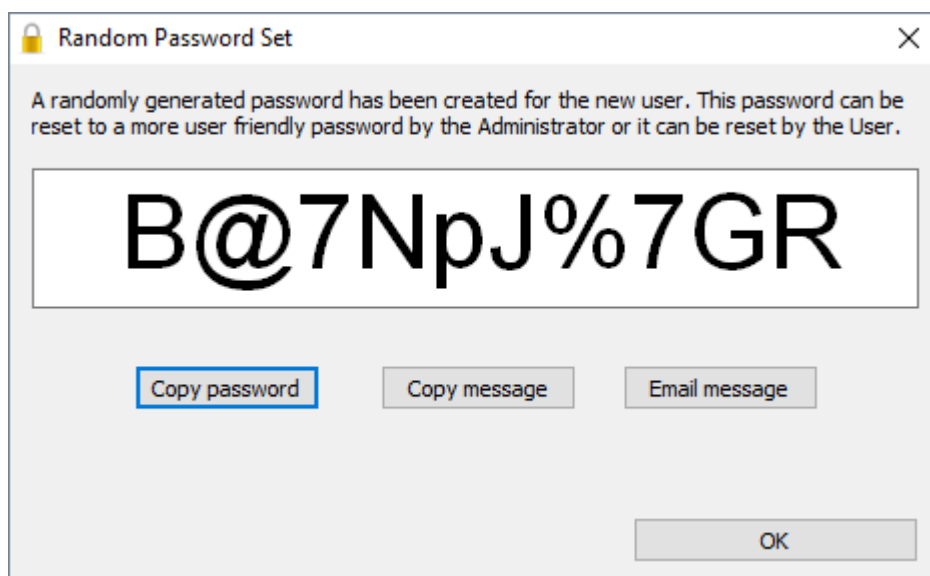
### Randomly Generate Password

Click the Random button if you prefer a randomly generated password to be entered into the password fields.

Click the Copy password button to copy generated password to your clipboard.

Clicking the Copy message button 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(B@7NpJ%7GR)" copied to your clipboard for convenience when sending a message to the user with login details.

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



A dialog box titled "Random Password Set" with a yellow padlock icon. It contains a text area with the 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 text area is a large text box displaying the password "B@7NpJ%7GR". At the bottom are three buttons: "Copy password", "Copy message", and "Email message". An "OK" button is located at the bottom right.

Click OK to close window.

Enter your current password in the Current Password field.

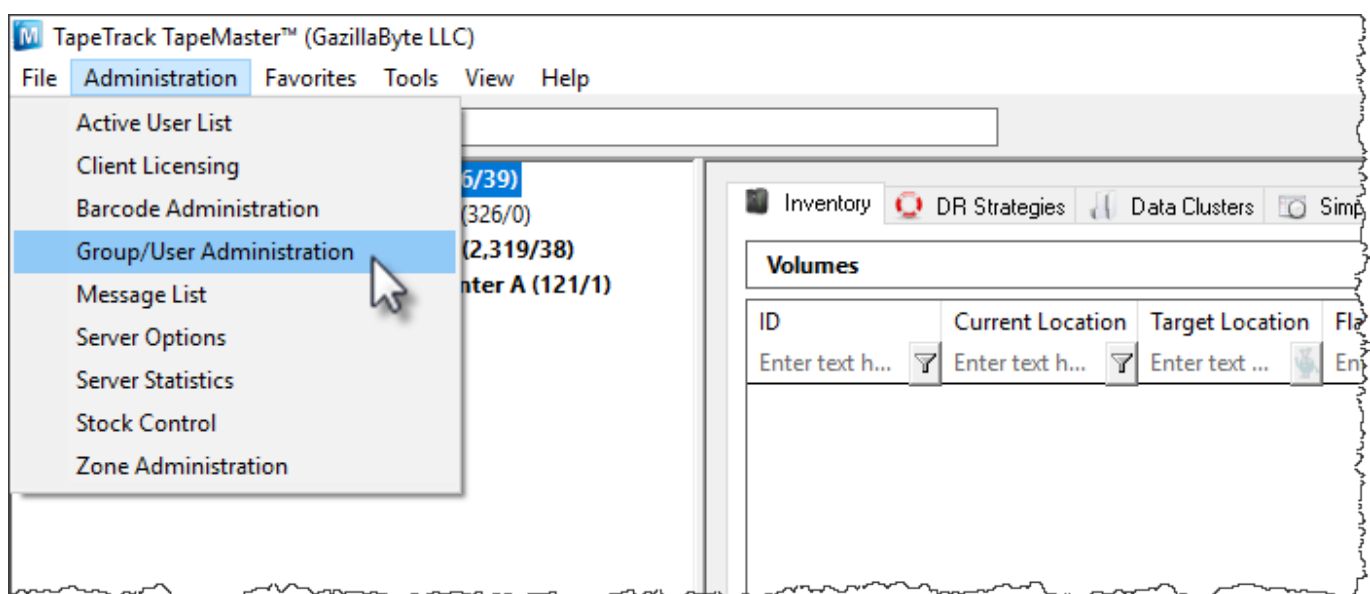
Click OK to update your password and return you to the TapeTrack Lite start screen.

## Changing Other Users Passwords



Only users with [tapemaster rights](#) have access to the Administrative menu.

On the menu click Administration → Group/User Administration.



Right click on the required User-ID and select from the popup menu, Management → Reset Password to open the **Password Change** window.

Insert new password in the New Password field.

Type password in the Password (again) to confirm.

Alternatively, click the Random button to open the **Random Password Set** window.

Click the Copy password button to copy generated password to your clipboard.

Clicking the Copy message button 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(B@7NpJ%7GR)” copied to your clipboard for convenience when sending a message to the user with login details.

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

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

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