

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.

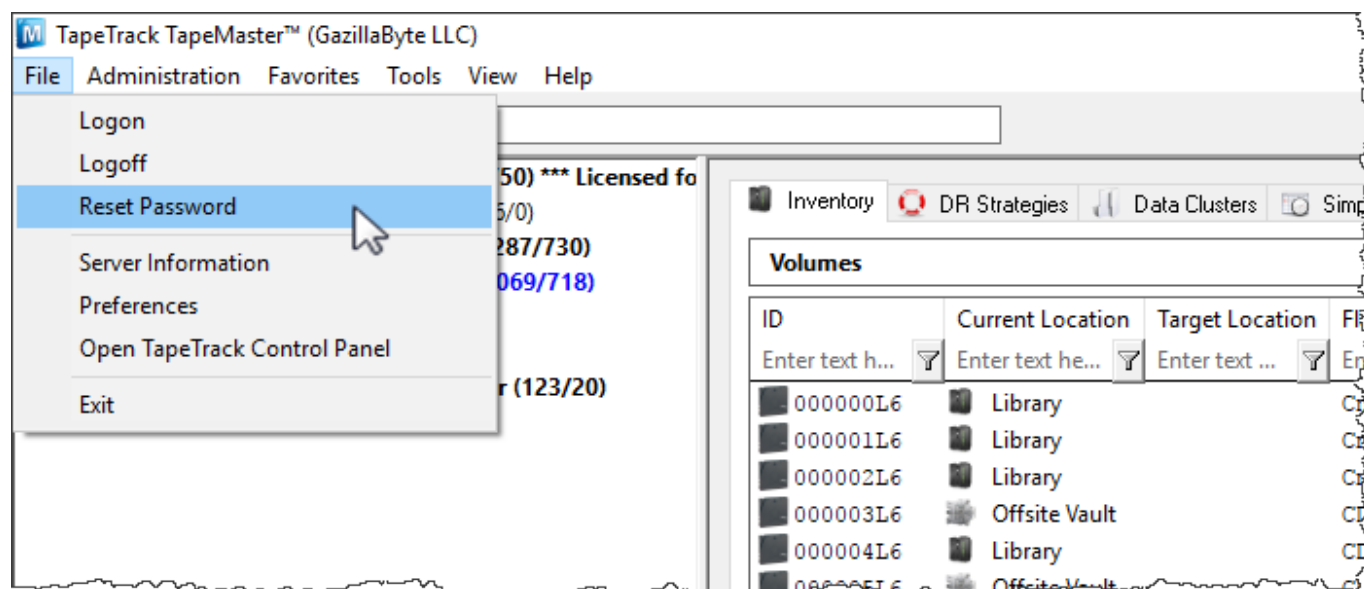
Changing A Password For Current User



This video is intended as a companion to the instructions.

Best results are obtained by reading the instructions and then viewing the implementation of the process via the video

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

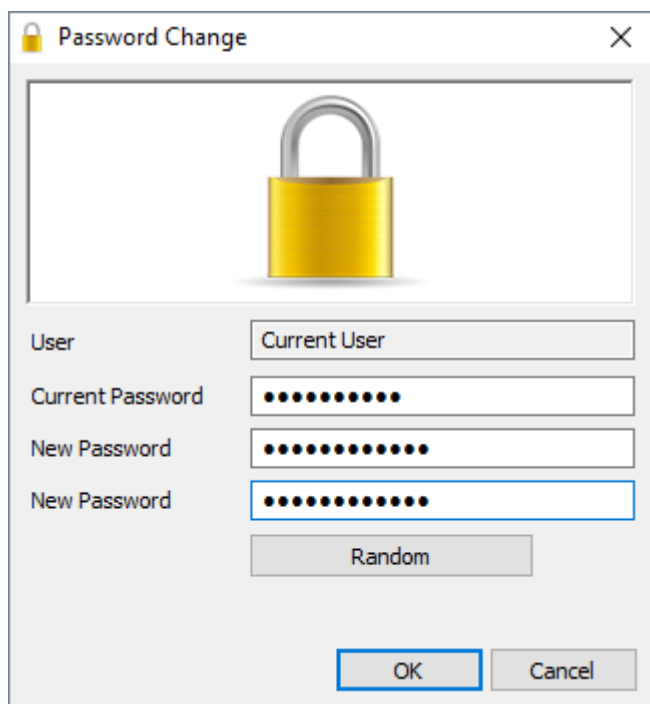


Setting Your Own Password

In the **Password change** window, enter:

- your current password
- new password

- verify new password

A screenshot of a 'Password Change' dialog box. The title bar says 'Password Change' with a close button. Inside, there's a large yellow padlock icon. Below it, there are four input fields: 'User' (containing 'Current User'), 'Current Password' (filled with dots), 'New Password' (filled with dots), and another 'New Password' field (also filled with dots). Below the second 'New Password' field is a 'Random' button. At the bottom are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a blue border.

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

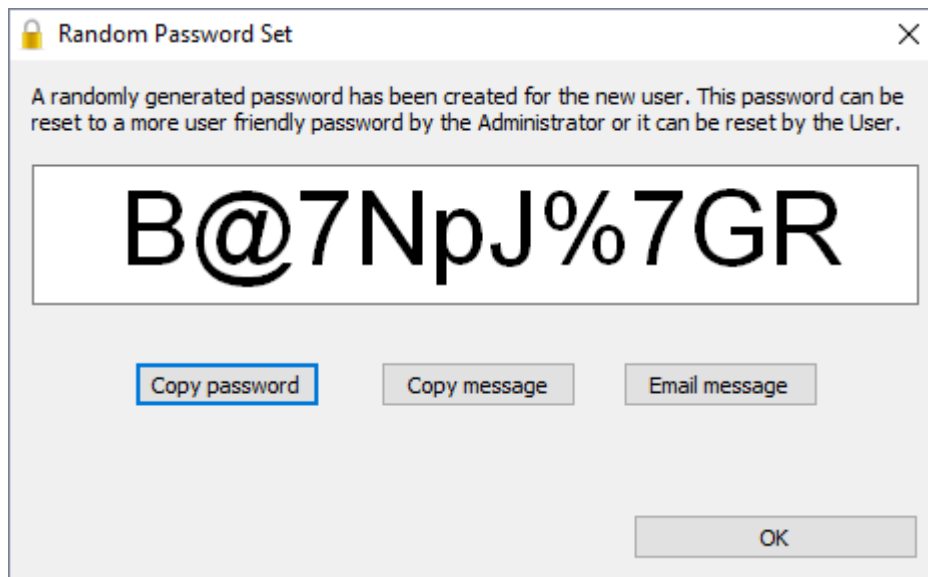
Randomly Generate Password

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.



Click OK to close window.

Enter your current password in the Current Password field.

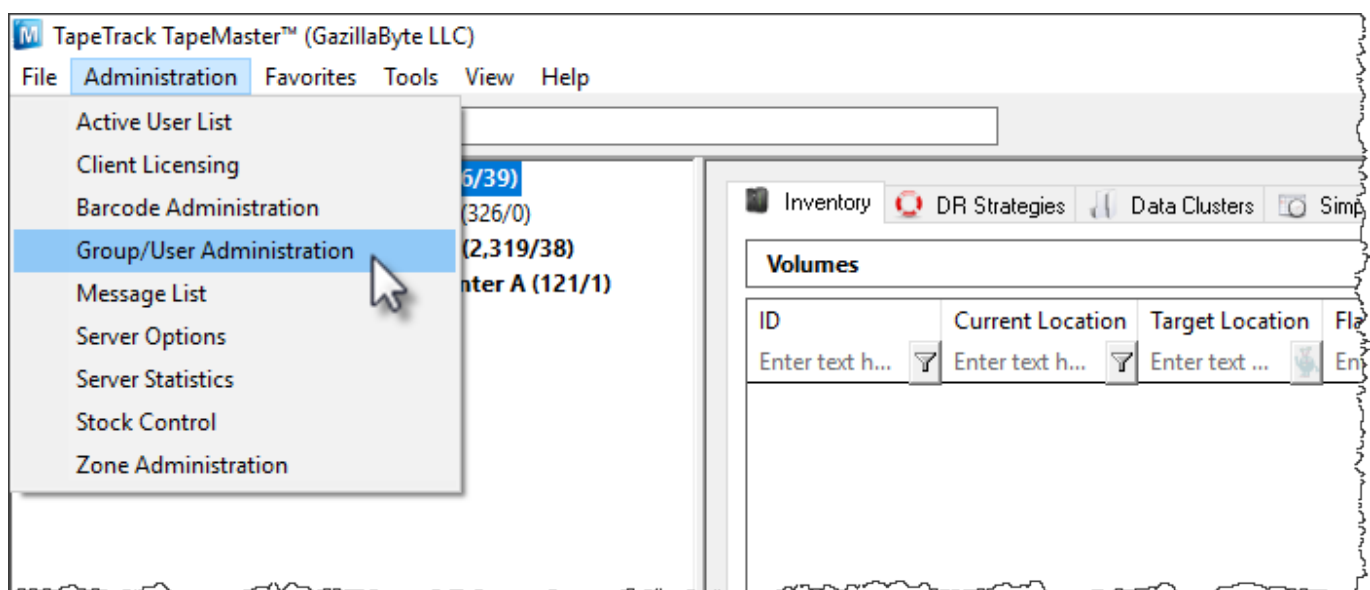
Click OK to update your password and return you to the TapeTrack Lite start screen.

Changing Other Users Passwords



If the menu option **Administration** is greyed out and inaccessible, you do not have sufficient privileges (tapemaster rights) to alter the software license

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.



If you don't see the Management menu when right clicking on a User-ID, please see [set_password_previous](#) | [Previous release method](#) for resetting passwords

The 'Password Change' dialog box features a yellow padlock icon at the top. Below it, the 'User' field is populated with 'newuser'. The 'New Password' and 'Password (again)' fields are currently filled with dots. A 'Random' button is located below the confirmation field. At the bottom are 'OK' and 'Cancel' buttons.

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.

The 'Random Password Set' dialog box displays 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, the generated password 'B@7NpJ%7GR' is shown in a large font. At the bottom, there are three buttons: 'Copy password' (highlighted with a blue border), 'Copy message', and 'Email message'. An 'OK' button is located at the bottom right.

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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Permanent link:

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