

How to change a users password

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Overview

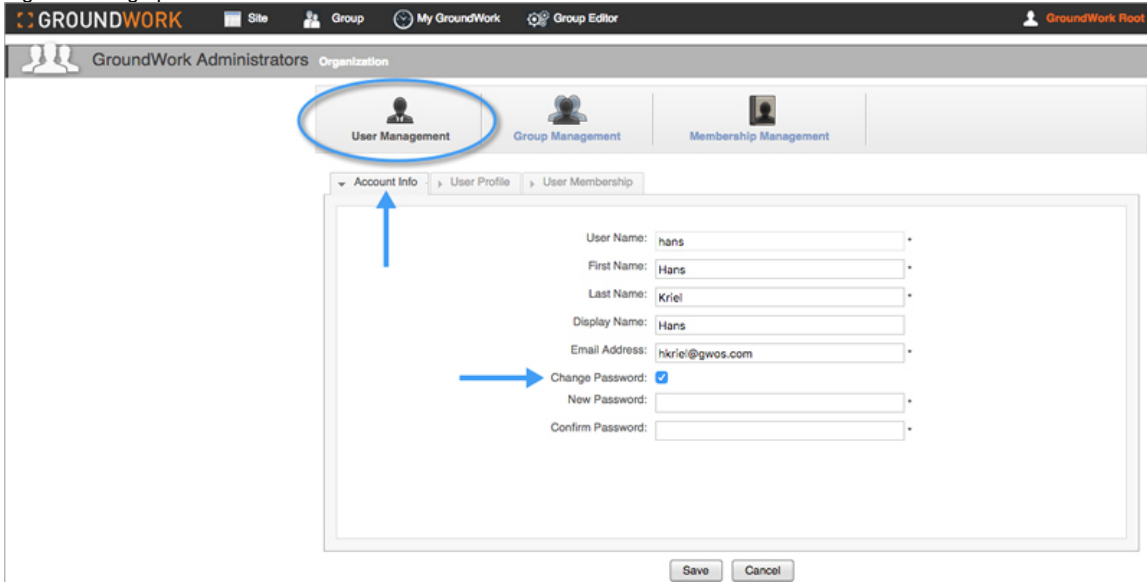
User accounts are managed by a GroundWork Administrator (e.g., admin/admin) and accessed from the toolbar option **Group > Organization**. The Portal Administrator (e.g., root/root) can also manage users. An Administrator can change the password for any user. In addition, any user may change their own system password by selecting the logged in user name in the upper right corner of the screen and choosing the Change Password tab.

Steps

VIDEO

1. Log in to GroundWork Monitor as an Administrator (e.g., admin/admin).
2. Hover over **Group > Organization**, and select **Users and groups management**.
3. Within the **User Management** tab, select the **Edit** icon corresponding to the user account to change.
4. Enter a check in the box for **Change Password** and type a **new password** (6-30 characters, letters, numbers, punctuation), select **Save**.

Figure: Change password



The screenshot displays the GroundWork Administration interface. At the top, there is a navigation bar with the 'GROUNDWORK' logo and several menu items: 'Site', 'Group', 'My GroundWork', and 'Group Editor'. The user 'GroundWork Root' is logged in. Below the navigation bar, there are three tabs: 'User Management', 'Group Management', and 'Membership Management'. The 'User Management' tab is selected and circled in blue. Underneath, there are three sub-tabs: 'Account Info', 'User Profile', and 'User Membership'. The 'Account Info' sub-tab is active. The form contains the following fields: 'User Name' (hans), 'First Name' (Hans), 'Last Name' (Kriel), 'Display Name' (Hans), and 'Email Address' (hkriel@gwos.com). The 'Change Password' checkbox is checked, and a blue arrow points to it. Below this are fields for 'New Password' and 'Confirm Password'. At the bottom of the form are 'Save' and 'Cancel' buttons.