

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 'GROUNDWORK' logo, 'Site', 'Group', 'My GroundWork', and 'Group Editor' options. The user 'GroundWork Root' is logged in. Below the navigation bar, the 'Organization' section is active, showing 'User Management', 'Group Management', and 'Membership Management' tabs. The 'User Management' tab is selected and circled in blue. Below this, there are three sub-tabs: 'Account Info', 'User Profile', and 'User Membership'. The 'Account Info' sub-tab is active, and a blue arrow points to it. The form contains the following fields: 'User Name: hans', 'First Name: Hans', 'Last Name: Kriel', 'Display Name: Hans', and 'Email Address: hkriel@gwos.com'. A blue arrow points to the 'Change Password' checkbox, which is checked. Below it are 'New Password' and 'Confirm Password' input fields. At the bottom of the form are 'Save' and 'Cancel' buttons.