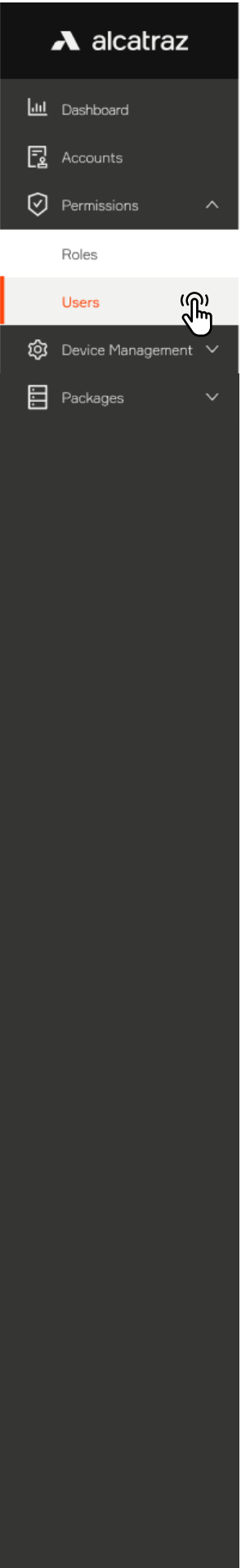


Password Change

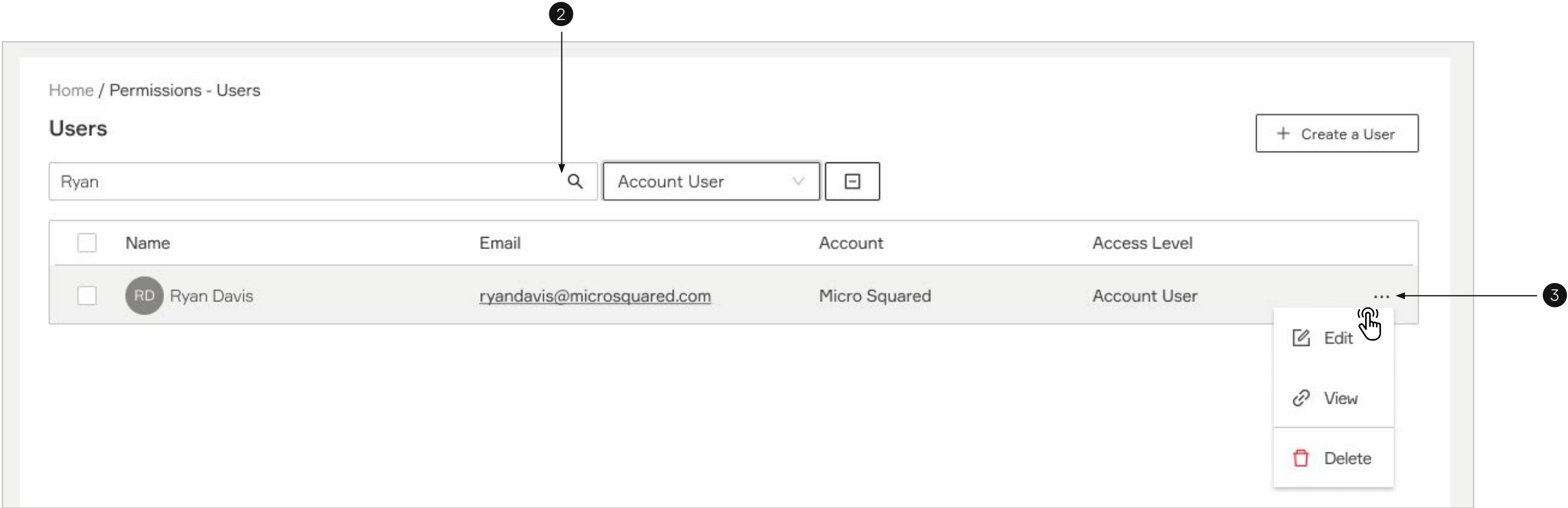


Overview

- Passwords can be changed in the following ways:
- 1. Users may change their own passwords when logged in.
 - 2. Request another user with an appropriate access level to change the password.

Changing Password by User

- 1. Under Permissions click on Users.
- 2. Search for your name in the search bar.
- 3. Click on the three dots to the far right of the row with your name and select **Edit** to open the Edit User pane for editing.



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4. Enter your
- Current password
 - A new password in Password field
 - Confirm password in Confirm Password field
 - Password requirement:
 - minimum 8 characters in length
 - 1 uppercase
 - 1 special character
 - 1 number
5. Click **Submit** for changes to take effect.

Search Alcatraz.ai for user and sites...

Home / Permissions - Users

Users

Ryan

Account User

<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	<div>RD</div> Ryan Davis	ryandavis@microsquared.com

Edit User

Home / Permissions - Users / ryandavis@microsquared.com

User

ryandavis@microsquared.com

Delete

* First Name

Ryan

* Last Name

Davis

* E-mail

ryandavis@microsquared.com

Current Password

password

Password ⓘ

password

Confirm Password

password

Role

Account User

* Account

Micro Squared

Cancel

Submit →

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Changing Password for Another User

- 1. Under Permissions click on Users.
- 2. Search for the user's name in the search bar.
- 3. Click on the three dots to the far right of the row with user's name and select **Edit** to open the Edit User pane for editing.

Home / Permissions - Users

Users

John

Filter by Role

<input type="checkbox"/>	Name	Email	Account	Access Level
<input type="checkbox"/>	<div>JS</div> John Smith	johnsmith@microsquared.com	Micro Squared	Account User

Edit

View

Delete



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4. Enter
- A new password in Password field

Confirm password in Confirm Password field

Password requirement:

minimum 8 characters in length

1 uppercase

1 special character

1 number
5. Click **Submit** for changes to take effect.

Search Alcatraz.ai for user and sites...

Home / Permissions - Users

Users

John

<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	<div>JS John Smith</div>	johnsmith@microsquared.com

Edit User

Home / Permissions - Users / johnsmith@microsquared.com

User

johnsmith@microsquared.com

Delete

* First Name

John

* Last Name

Smith

* E-mail

johnsmith@microsquared.com

Password ⓘ

password

Confirm Password

password

Role

Account User

* Account

Micro Squared

Cancel

Submit →

Ver. 1.02

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