

## User Passwords

Compeat considers changing or setting user passwords an administrator-level function as it requires access to the Compeat security menu. Careful consideration should be given when assigning this ability to users within your organization.

To access a user record, navigate to **Setup > Security > Users**. Compeat requires you enter a security password before you can continue.

Highlight your desired user in the listing provided, then select **OK**. Alternatively, you can double-click the user record.

The screenshot shows a window titled "Users (edited)" with a search icon and "Hide Inactive Users" button. A "Set Password" button is highlighted with an orange box. Below is a "User" form with the following fields: Username: Jane Doe, Full Name: Jane Doe, Description: Controller, Default Entity: (dropdown), Email: jane.doe@company.com. Two checkboxes are visible: "User must change password on next login" (checked and highlighted with an orange box) and "Active" (checked).

When changing or setting user passwords, you have the option to allow the user to re-set their password to one of their choosing upon login. To do so, select the *User must change password on next login* checkbox below the *Email* field.

To change or set a user password, select *Set Password* at the top of the user record. A pop-up window prompts you to enter and confirm the password. Enter the password, then select **OK**.

The screenshot shows a "Set Password" dialog box with a close button (X) in the top right. It contains two input fields: "New Password:" (highlighted in yellow) and "Re-enter Password:". To the right of each field is a button: "OK" for the first field and "Cancel" for the second.

Passwords are case-sensitive and must contain a number or symbol and be 6 or more characters in length.

### Note – Active Status

If a user is no longer with your organization, you can mark their user record as inactive by de-selecting the *Active* checkbox and saving your change.