

# Changing Password

Move the mouse pointer on Options. You will see below option list



Click on Users, you will be able to see below window.

User can see only their record as shown below.

User Master					
Sl.No.	User Name ↕	Role Type ↕	Teacher Name ↕	Enabled	Action
1	avinash	ROLE_TEACHER	Avinash	true	

1. Click on Edit  icon. You will get the below Add / Edit User Panel opened.

A form titled 'Add / Edit User' with a section 'User Details'. It contains three input fields: 'Old Password\*', 'New Password\*', and 'Retype New Password\*'. Below the fields are two buttons: 'Update' and 'Cancel'.

2. Enter the old password. If you enter wrong password. You will get error message.

The 'Add / Edit User' form with an error message in red text: 'Old Password does not match with the Stored Password'. The 'Old Password\*' field is filled with black dots. The 'New Password\*' and 'Retype New Password\*' fields are empty. The 'Update' and 'Cancel' buttons are still present.

3. Retype correct password. Enter the new password and retype the new password. If retyped password is wrong, you will get error message saying retype password entered is wrong. Be careful while entering the password.

**Note**

Enter the password in such a fashion that it contains **first letter Upper Case , one lower case letter, One Special Character, One Integer** and it should be minimum of **6 character Length**. Example Abc\*1d.

The screenshot shows a dialog box titled "Add / Edit User". Inside, there is a section labeled "User Details" which contains three password input fields: "Old Password\*", "New Password\*", and "Retype New Password\*". Each field has a corresponding masked password input area. At the bottom of the dialog, there are two buttons: "Update" and "Cancel".

4. Finally Click on Update button. You will see the Updated Successfully message.

You can use new password when you login next time.

**Note**

If you forget the User name or Password, you have to request for the user name and password from the administrator.