

## Chapter One (f): Changing Passwords (Admin)

### Summary of Chapter:

- How the Administrator can change the Admin or User's password.

### What you need:

- Knowledge of admin user account and valid password for your Pilot.
- Knowledge of user account and valid password
- New Password/s

### Software Revision Required:

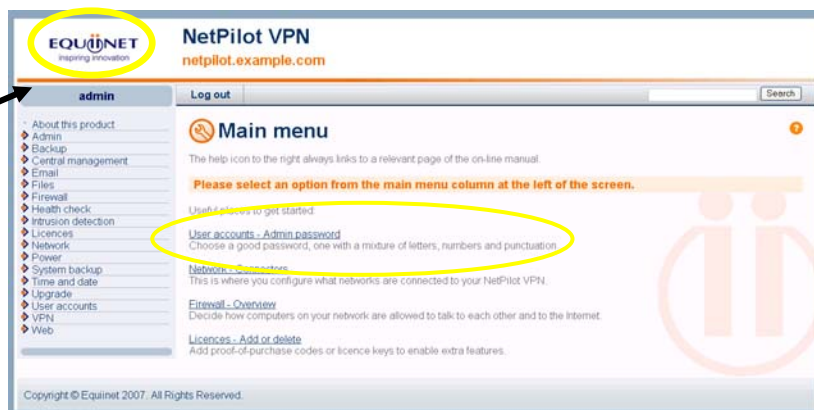
- Applicable to software revision 5.2.0 > Net/CachePilots

(Net/CachePilot will be referred to as 'Pilot'. All image examples are of a NetPilot.)

### Changing the admin Password:

- Log on to the Pilot as shown in Chapter One (b).

- From the Main menu select the 'User accounts – Admin password' link as highlighted below:



To get back to this 'Main Menu' at anytime, select the Equinet logo in the top left corner.

- You will then be presented with the screen shown below:



- As shown above, enter your current admin password in the text box provided, and then enter the new password twice to confirm.

- Select 'OK'.



The default username is 'admin' and the default password is 'password'.



## Changing a User's Password:

1. Log on to the Pilot as shown in Chapter One (b).

2. From the left-hand side of the screen, select 'User Accounts', then 'Add or edit'. (All links are highlighted below).



3. Highlight the user from the list, whose password you want to change, and then select the 'Edit' button.

4. You will be presented with the screen below:



5. If you do not enter a password, the password will stay the same as the previous one entered.

6. To change the password, enter the new password into the second text box provided and confirm the new password into the third text box.

7. Select 'OK' and 'OK' to confirm the new password.