



## Change Staff Passwords on Web App

To change a user's password logon to the Web App:

1. Navigate to Administration/Staff

User Settings

2. Double click on the staff member from the list or select edit. Scroll down to User Settings

Username

Brown

Password

3

Set new password

3. Click on "Set new password"

4. Type in a new password.

5. To view the password click .

4

Password

Hello@45

5



In the Mobile App see [Forgotten Passwords](#) and [Pin Code](#) articles.

### NOTE:

Passwords must be at least 8 or more characters and include all of the following:

- Letters – upper and lower case.
- Numbers
- Symbol e.g. @, #, \* etc.

