
Destiny

Changing user passwords

September 23, 2008



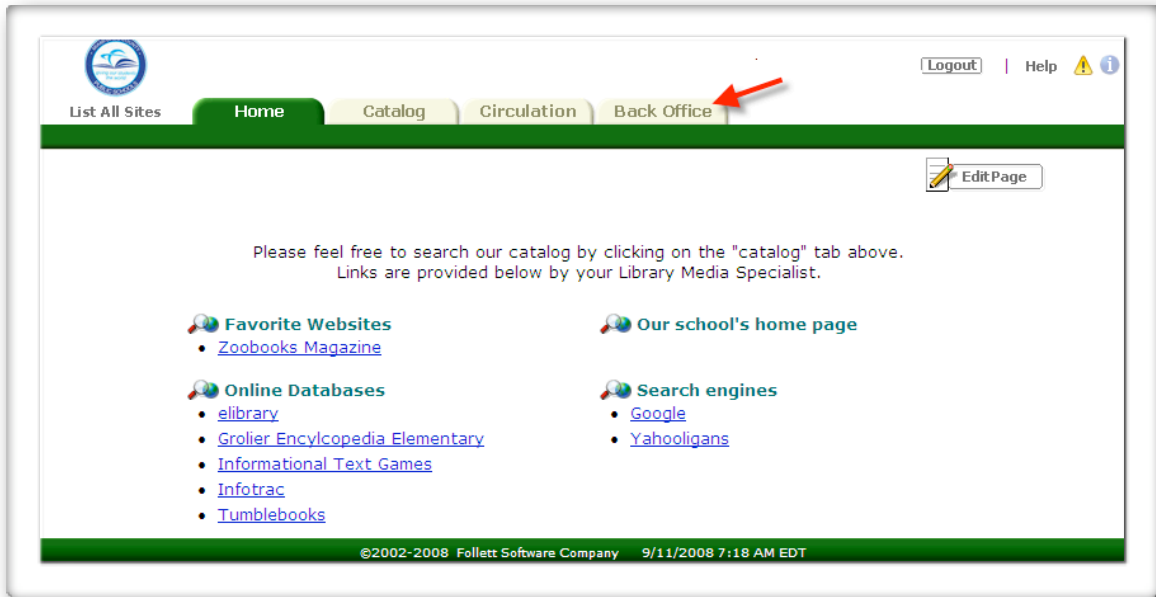
This step-by-step guide will help you through the process of changing user passwords as may be required when staff or responsibilities change. For security purposes, it is also recommended that passwords be changed periodically.

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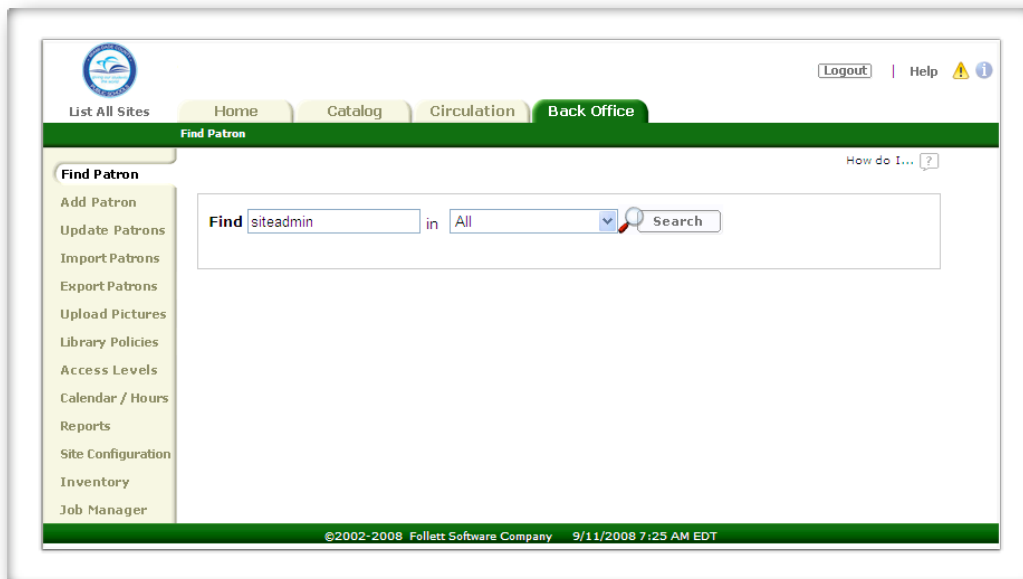
Changing user passwords

I. Locate user

Log-in as an administrator and click on the Back Office tab



In the Back Office click on the Find Patron link and enter “siteadmin” (the site administrator’s barcode) into the Find box. Click on the Search button.



2. Select user to edit

On the results screen, click on the patron's edit icon located by the trash can icon.

The screenshot displays the 'Find Patron' interface. At the top, there is a navigation bar with 'Logout' and 'Help' links. Below this is a green header with 'Find Patron' and a 'How do I...?' link. A left sidebar contains a 'Find Patron' section with various options like 'Add Patron', 'Update Patrons', etc. The main content area shows a search form with 'Find' and 'in All' fields, and a 'Search' button. Below the search form, it says 'Searched All for "siteadmin"' and 'Patrons 1 - 1 out of 1'. A table lists the results with columns for 'Last, First Middle' and 'Barcode'. The first entry is 'Administrator, LMS' with barcode 'SITEADMIN'. To the right of this entry are three icons: a magnifying glass (View Status), a pencil (Edit), and a trash can (Delete). A red arrow points to the pencil icon. Below the table, there is a legend: 'View Status', 'Edit', and 'Delete'. The footer contains copyright information: '©2002-2008 Follett Software Company' and the date '9/11/2008 7:31 AM EDT'.

3. Locate password fields and change password

In the resulting patron record screen, scroll to the bottom of the screen and change the password. Please do not change the username. Click on the save button when finished.

The screenshot shows the 'Edit Patron' form in a library system. The form is titled 'Find Patron > Edit Patron' and includes a navigation menu on the left with options like 'Add Patron', 'Update Patrons', 'Import Patrons', 'Export Patrons', 'Upload Pictures', 'Library Policies', 'Access Levels', 'Calendar / Hours', 'Reports', 'Site Configuration', 'Inventory', and 'Job Manager'. The main form area is divided into 'Patron Info' and 'Address' tabs. The 'Patron Info' tab is active, showing fields for: * Barcode (SITEADMIN), District ID, * Last Name (Administrator), First Name (LMS), Middle Name, Nickname, Gender (Unspecified), Patron Type (Faculty), Status (Active), Homeroom (-- Select a Homeroom --), Grade Level, Graduation Year, Birth Date, UD1, UD2, Withdrawal Date, Language, Arts teachr, FCAT, Acceptable Use Policy (Yes), Card Expires, Email 1, Email 2, Access Level (Administrator), User Name (admin4), Password Assigned (Clear Password), New Password, and Confirm Password. A 'No image on file' message is displayed on the right, with a 'Browse...' button to upload an image. At the bottom of the form, there are 'Save' and 'Cancel' buttons. Red arrows point to the 'User Name' field (labeled 'Leave username as is'), the 'New Password' and 'Confirm Password' fields (labeled 'Enter new password' and 'Enter new password again'), and the 'Save' button. The footer of the page shows the copyright information: ©2002-2008 Follett Software Company 9/11/2008 7:33 AM EDT.

4. Repeat for other users

To change the Library Assistant or the Student Assistant user passwords, follow the steps below and proceed from step 3 above.

