

Application	ChreosClient – Chreos 3
Module	Maintenance
Access	“Maintenance Advanced access Change password”
Minimum service pack	SP26
This document	Change Password Ref 9.15 Draft Published April 2002

Overview

“Change password” allows a user’s password to be changed.

Details Displayed

- **User name.** Enter your user name.
- **Password.** Enter your password.

To Change Your Password

- Enter your ‘User name’ and ‘Password’.
- The ‘Change password’ screen will appear. Enter the new password into the ‘New password’ and ‘Confirmation of password’ entry fields.
- Click the [OK] button.

Related Issues

- If the change has not been successful the previous password will remain active.
- Passwords must have at least 4 characters and they are not case sensitive. They should not be meaningful words, names or numbers and they should not be written down anywhere. Creating a password from the first letters of words of a meaningful phrase often makes memorisation easier.
- Passwords should be changed frequently. While Chreos does not enforce this it is good practice to change it every few months. Passwords should never be shared so if you suspect someone else knows your password you should change it immediately.

- If a password is forgotten a person with administration rights can give the user access to establish a new one. This is done via “Maintenance | Advanced access | Access maintenance”. Refer to “Access maintenance (9.16)”.
- If the only person with administration rights forgets their password, or for other reasons can not log in, temporary access can be obtained on application to Wild Software Ltd by one of the signatories on the Chreos License application. This can be accessed through “Maintenance | Advanced access | Registration”.

This information sheet is a support document related to the use of Chreos 3 from Wild Software Ltd only. It does not in any way constitute, nor is it intended to constitute or be used as, accounting or legal advice. Because Chreos 3 is subject to a process of continuous improvement Wild Software Ltd can not guarantee that the user's version of Chreos 3 will be identical to the one described herein.

Copyright © Wild Software Ltd, 2002