








## New UI FAQ #9

### How do I Change an Operator's Password?

**Operator passwords can be modified within the details of an operator:**

1. You can use the **Search Field**   or **Filter**  to find the operator of interest
2. Select the operator and then either double click on the row or click the **edit icon** 
3. Click the **unlock button**  next to the password field
4. Enter a new "Password," then confirm the password by entering it a second time in the "Confirm Password" field
5. Click **Save**  and the password will be Updated for the selected Operator

**Multiple operator passwords can be updated within a data table at one time**

1. To select continuous rows, on your computer keyboard, **click one row, then hold the Shift key and click the last row.** To select non-continuous rows, **click one row, then hold the Ctrl key, and select multiple rows**
2. Then **right click on your mouse** on the rows and select "**Edit General**" from the pop-up menu
3. **Check the box**  next to **Password** and enter a new password, then **Confirm Password**
4. Click **OVERWRITE** in the lower right corner and the selected operators will have their passwords Updated