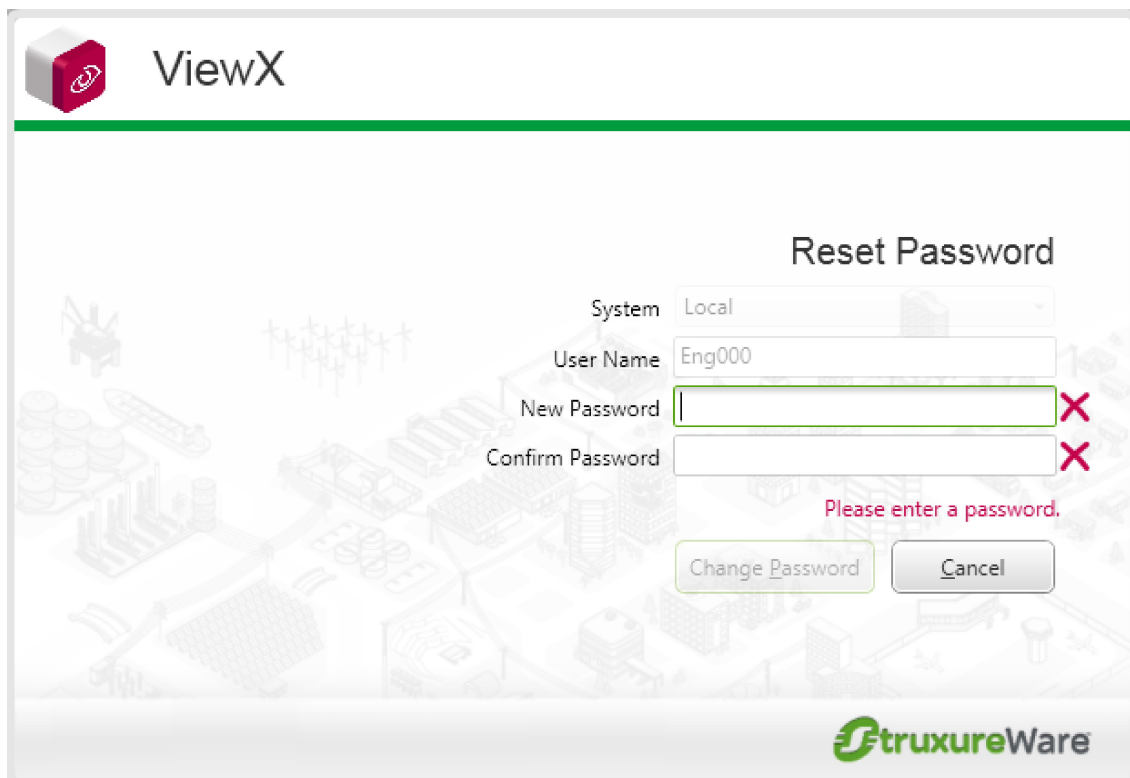# Changing the Password of Another User's Account

> **ATTENTION:** This section only applies to User Accounts that are managed directly in ClearSCADA. With User Accounts that are associated with Windows or LDAP User Profiles, password management is performed via the relevant Windows domain or LDAP server.
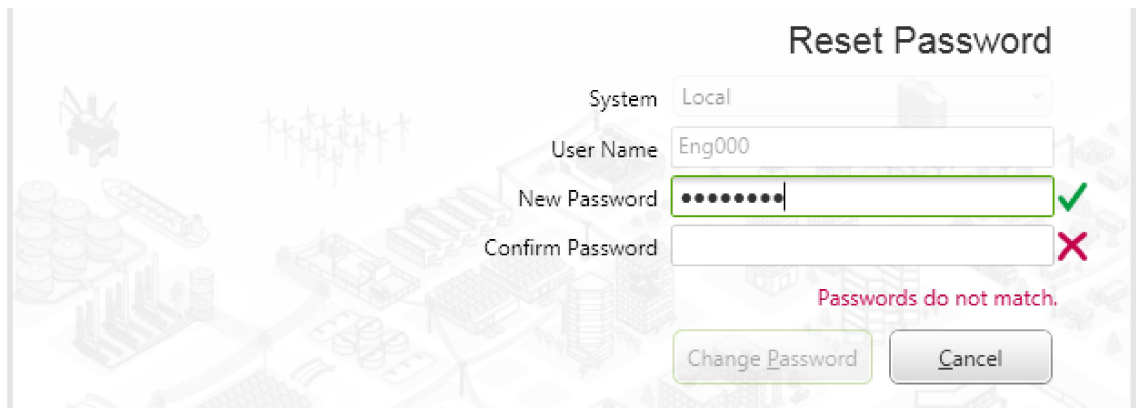
If you have sufficient permissions, you can change the password of another user's account in ClearSCADA. This is only true if the user account is not configured to use the **Use External Authentication** feature. If the user account is configured to use the **Use External Authentication** feature, the password for the user account can only be changed by making the change to the corresponding Windows or LDAP User Profile.

To change the password of another user's user account in ClearSCADA:

1. Log on via a user account that provides access to the configuration features for the user account that you want to change (i.e has the **Configure** and **Security** permissions for the user account). For more details, *see* Logging On and Off via a User Account.

2. Display the Database Bar (*see* Display an Explorer Bar).

3. In the Database Bar, right-click on the User that you want to change.
   A context-sensitive menu is displayed.

4. Select the **Reset Password** option to display the Change Password window.

    i. Enter the new password for the user account in the **New Password** field. When the password matches either the default security criteria or individual user security settings a green tick appears.
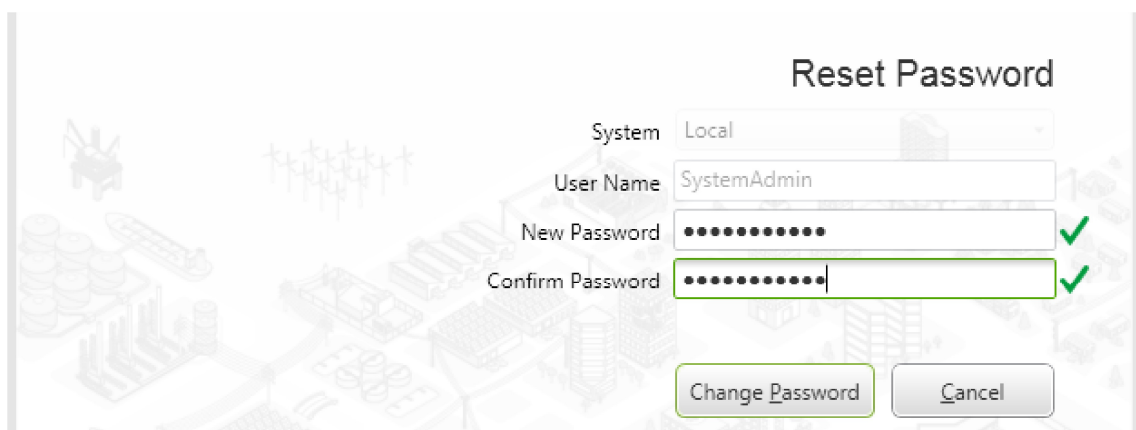
    ii.   Enter the new password for the user account in the **Confirm Password** field. The password has to be identical to the password you entered in the **New Password** field (so you can be sure you entered the password correctly).

    iii.   Select the **OK** button to confirm the changes or select the Cancel button to abort the Change Password procedure.

As an alternative to steps 2 and 3, you can:

1. Display the User Form for the user account you want to change (*see* Display the User Form).

2. On the **General** tab, use the **Password** settings to define the new password for the user account, (*see* Define the Password for a User).

3. Save the Form (*see* Saving Configuration Changes in the ClearSCADA Guide to Core Configuration).

Further Information
Using External Authentication with ClearSCADA.

Changing the Password for a User Account
   Changing the Password of Another User's Account

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