



## Teamsoft : How to reset the password of an user

### Additional Information

#### Introduction

This document presents information for resetting the password of a TeamAgenda user..

#### **I need to reset the password for a user or a user has lost his TeamAgenda password. How do I proceed ?**

- Start you favorite browser and go to <http://127.0.0.1:32423>. If you are not on the server, replace the IP address 127.0.0.1 by the address of your server.
- Login with username *admin* and your administrative password.
- Go to the “*Directory Maintenance*” tab
- Select the “*Find*” button.
- The list of users of your team will appear. Select the user that need to have his password reset and select “*Edit*”.
- A windows will appear. Enter the new password of the user. Do not forget to reenter the new password as a confirmation.
- Press “*Save*” to make the change active.
- Press “*Close*” to close the window.

#### Contacts



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