

# Changing passwords

You can change your password or another user's password.

**Requirements:** To change another user's password, you must have a customer role that includes the Manage Access and View Users rights.

Passwords are case-sensitive, and must be at least 4 characters long. If your printer has set the server to require strong passwords, passwords must be 12 characters long and follow strong password rules.

1. Change a password by performing one of the following:

<b>If changing</b>	<b>Do this</b>
Your password	<ol style="list-style-type: none"><li>a. On the toolbar, click your user name.</li><li>b. Click <b>Change Password</b>.</li><li>c. Type the current and new passwords.</li><li>d. Click <b>Update</b>.</li></ol>
Another user's password	<ol style="list-style-type: none"><li>a. In the <b>Administration</b> area, click <b>Users</b>.</li><li>b. Right-click the name of the user whose password you want to change, and select <b>Edit User</b>.</li><li>c. In the Edit Customer User window, click <b>Change Password</b>.</li><li>d. Type the current and new passwords.</li><li>e. Click <b>Update</b>.</li><li>f. Send an e-mail message containing the temporary password to the user, and ask her or him to change the password as soon as possible.</li></ol>