

Changing Password

Follow the instructions below to change the User's password in CDP.

1. Click on "Users" in the Main Menu.



2. In the "Users" list, find the appropriate User and click on the "Edit" icon in the "Actions" column for this User.

Username	User Type	E-mail Address							
Alina	Sub-User	bardashun_alina@mail.ru	0	--	0	0	2		
Carmen	Super-User	carmen.davis@r1soft.com	--	--	--	--	--		
Dave	Super-User		--	--	--	--	--		
Jack (Control User)	Super-User		--	--	--	--	--		
Jared	Super-User	jared.wright@r1soft.com	--	--	--	--	--		
Keith	Super-User	keith.powe@r1soft.com	--	--	--	--	--		
Kent	Super-User	kent.porter@r1soft.com	--	--	--	--	--		
Marketing	Super-User		--	--	--	--	--		
Marley (Control User)	Power-User		2	0	--	0	0		
Max (Control User)	Sub-User		2	--	0	0	0		

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Note

To find a User, you can use the Basic and Advanced List Filters. See [Customizing the Users List](#).

- Note
Normal Users can see only their Sub-Users. Super Users can see all Users in the system.

3. The "Edit User" window will open.

Advanced Edition	Enterprise Edition

4. Type the new password in the "Password" field and then retype it to confirm.

- Note
The Password is case-sensitive.

5. Click on "Save" to save the changes.



Note

After clicking on "Save" or "Cancel," you are returned to the Users List.