

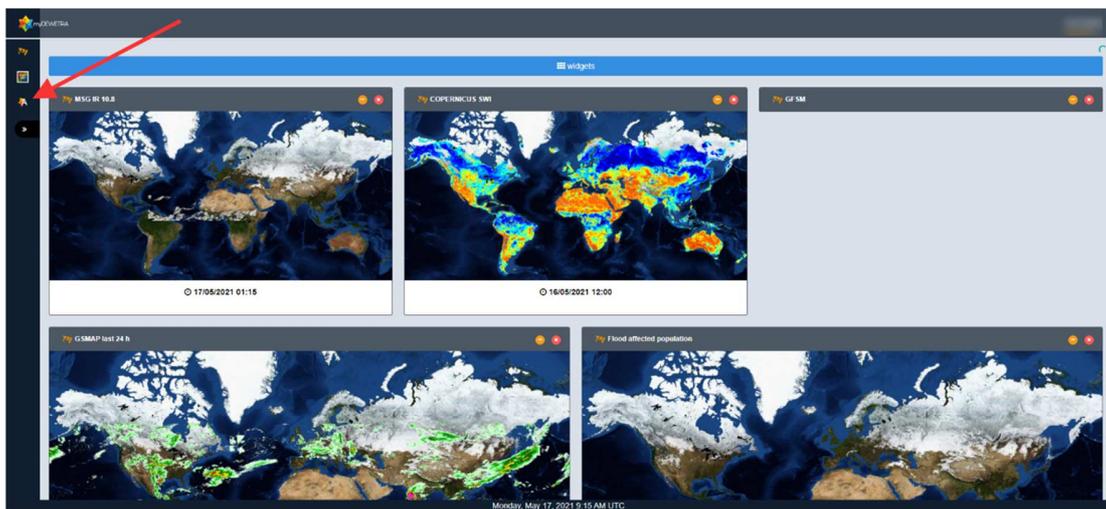
CHANGE THE PASSWORD THROUGH
THE
ADMIN APPLICATION



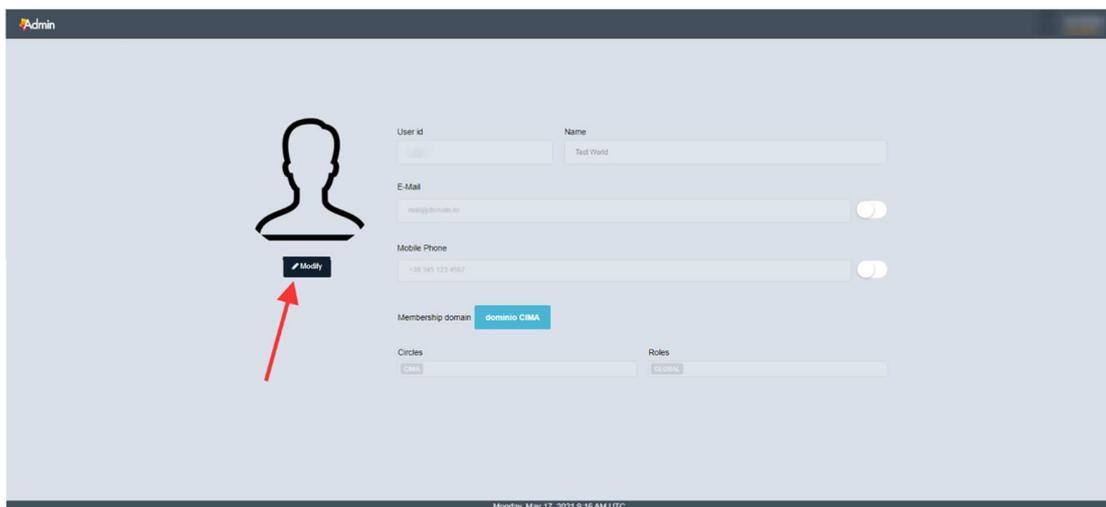
The access to the portal is protected by username and password for each user. Typically, the username is created as **name.surname**.

To allow the first access to the portal, a provisional password is provided by the system administrator but the User can modify it at any time to enhance the safety of its account (please, bear in mind that the new password must be at least 8-character long).

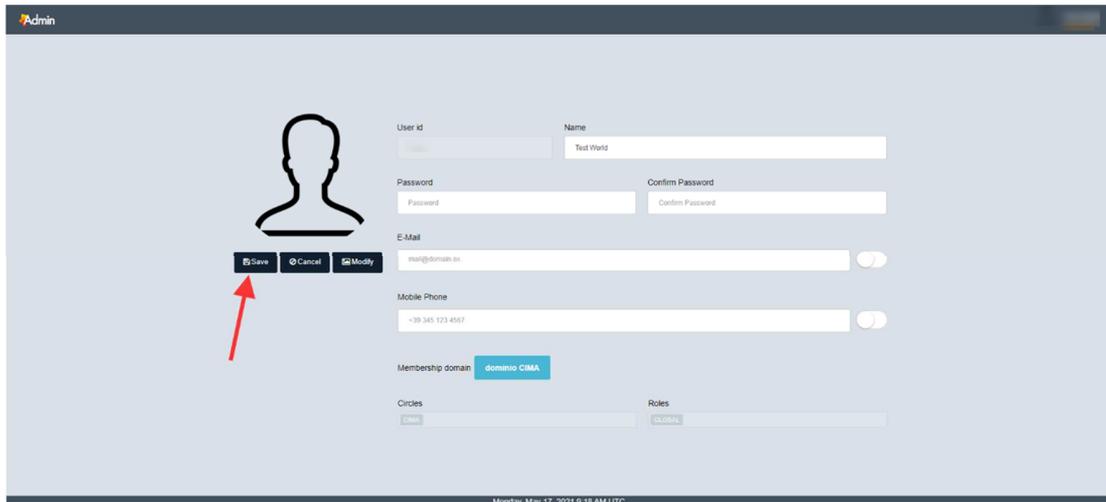
Step 1: Launch **ADMIN** application.



Step 2: Your profile is displayed and a new password can be typed by clicking on **Modify**



Step 3: Enter the new password in both text boxes **Password** and **Confirm password**. Then click on **Save** to complete the process.

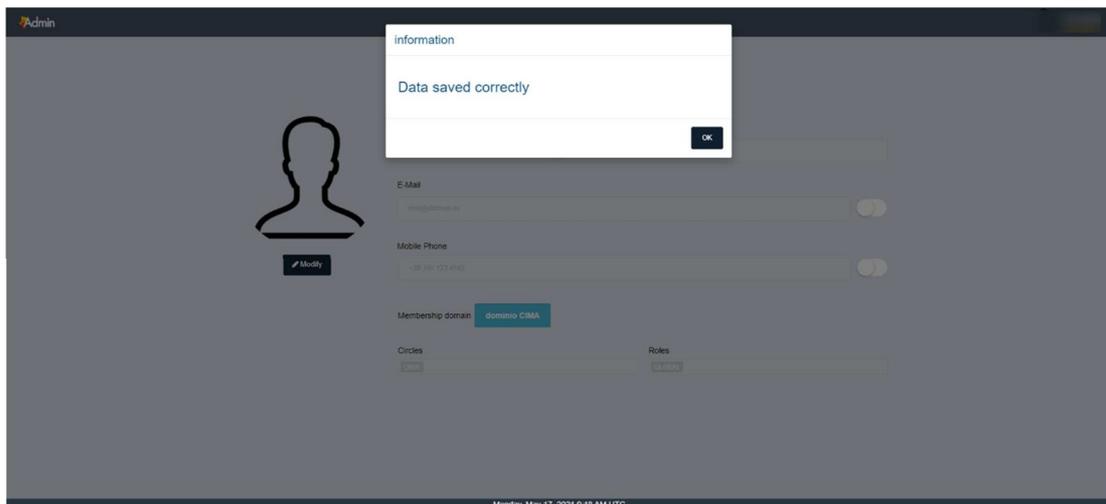


The screenshot shows the 'Admin' interface for editing a user profile. On the left is a silhouette icon. To its right are three buttons: 'Save', 'Cancel', and 'Modify'. A red arrow points to the 'Save' button. The form fields are as follows:

- User id: [empty]
- Name: Test World
- Password: [empty]
- Confirm Password: [empty]
- E-Mail: test@domain.eu
- Mobile Phone: +39 345 123 4567
- Membership domain: dominio CIMA
- Circles: [empty]
- Roles: [empty]

Monday, May 17, 2021 9:18 AM UTC

Step 4: If everything is ok (e.g., **Password** and **Confirm Password** match) a confirmation message will pop up.



The screenshot shows the same user profile edit form as in Step 3, but with a confirmation message box overlaid. The message box contains the text 'Information' and 'Data saved correctly' with an 'OK' button. The background form is dimmed.

Monday, May 17, 2021 9:18 AM UTC