

## Editing a Password in Group Administration



### Note: For Institutions Using SSO or LDAP

Please note that the directions below only apply to those using local 25Live authentication or WebServices authentication. Single Sign-on and LDAP passwords are not stored in 25Live databases and cannot be reset through Series25. If you are having difficulty with your SSO or LDAP password, please contact your SSO or LDAP administrator.

This information typically applies to administrators who need to update another user's password. If you need to change your own password, please see [Working with User Settings](#).

### How to Update a 25Live/WebServices Password

1. Log in to the Series25 Group Administration Tool
2. Select the Security Group of the User You'd Like to Update
3. Tap on Configure > Members
4. Select a User
5. Open the Actions Menu and Select Edit User Password

Group Administration

Help

More

Configure Members For...

Configure...

Name:

Administrator - System (-1)

Description:

Full control and overrides on everything.

Add Contact

Enter Keyword

Add

Filter By Name

Enter Keyword

Create New User

Viewing 13 of 13 members (1 selected)

☐ Select or Deselect All Members
 ☒ Include Inactive

Select One or More Members

Actions

Last Name	First Name	Username	User Status	Group
<input type="checkbox"/> Scheduler	Events	eventscheduler	Inactive	Administr
<input type="checkbox"/> Scheduler	Faculty	facultyscheduler	Inactive	Administrator - System (-1)
<input type="checkbox"/> Scheduler	Student	studentschedu...	Inactive	Administrator - System (-1)
<input type="checkbox"/> service25		service25	Active	Administrator - System (-1)
<input checked="" type="checkbox"/> Smith	Jane	Jane.Smith	Active	Administrator - System (-1)

## 6. Enter a New Password

When selecting a new password, please note that 25Live only allows letters, numbers, and underscore (\_) characters, and the recommended limit is 28 characters or less.

### User Password

#### Selected Member

- Smith, Jane

New password \*

Confirm password \*



Save

Cancel

## 7. Save Your Changes

