

## 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

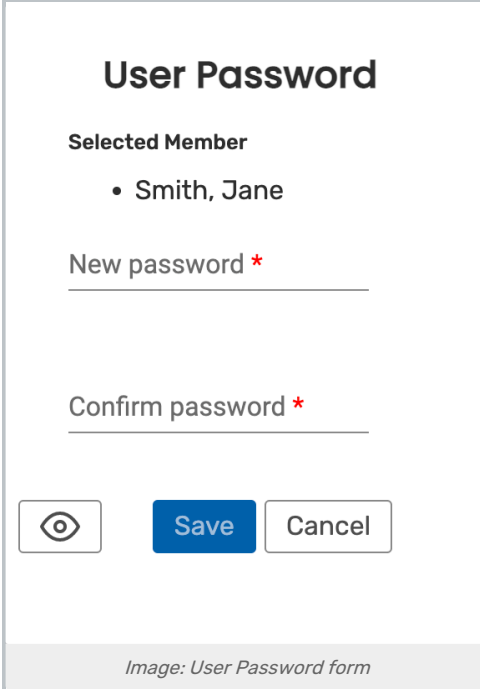
1. Log in to the [Series25 Group Administration](#) tool
2. Select the security group of the user you'd like to update
3. Tap or click on **Configure > Members**
4. Select a user
5. Open the **Actions** dropdown menu and select **Edit User Password**

The screenshot shows the 25Live Group Administration interface. At the top, there's a header with the 25Live logo, 'Group Administration', and links for 'Help' and 'More'. Below the header, the main section is titled 'Configure Members For...' with a 'Configure...' button. Under 'Name:', there's a text box containing 'Administrator - System (-1)'. Under 'Description:', there's a text box containing 'Full control and overrides on everything.'. Below these, there are sections for 'Add Contact' and 'Filter By Name', each with a text box and an 'Add' button. A 'Create New User' button is also present. The main area shows 'Viewing 13 of 13 members (1 selected)'. There are checkboxes for 'Select or Deselect All Members' and 'Include Inactive'. A table lists members with columns: Last Name, First Name, Username, User Status, and Group. The 'Smith' user is selected. To the right of the table, an 'Actions' dropdown menu is open, showing options: 'Edit User Group', 'Edit User Password', and 'Edit User Status'.

Last Name	First Name	Username	User Status	Group
<input type="checkbox"/> Scheduler	Events	eventscheduler	Inactive	Administrator - System (-1)
<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)

Image: Choose a user and click Actions > Edit User Password.

6. When selecting a new password, please note that 25Live only allows letters, numbers, and underscore (\_) characters
7. **Save** your changes



The image shows a 'User Password' form. At the top, it says 'User Password'. Below that, it says 'Selected Member' followed by a bullet point '• Smith, Jane'. There are two input fields: 'New password \*' and 'Confirm password \*', both with red asterisks. At the bottom, there is an eye icon in a box, a blue 'Save' button, and a 'Cancel' button. A caption at the bottom reads 'Image: User Password form'.


**User Password**

**Selected Member**

- Smith, Jane

New password \*

Confirm password \*

 **Save** Cancel

*Image: User Password form*