## Changing a forgotten password

- 1. Log into EBI using an administrative account.
- 2. Go to the "Administrator" panel.



3. Go to "Maintain Users And Profiles".

dministration	Object Management
Jse this option to add/remove users, to maintain user profile, ind to create/modify a dictionary.	Use this option to modify the access rights, to transfer ownership, to document objects or to export/import objects.
Maintain Users And Profiles	Security
Dictionary Maintenance	Ownership
Supported Databases	Document Objects
Global Settings	Import/Export
Change installation settings	Delete
Integrate with Active Directory	
External References	
Calendars and Periods	

## 4. Select the user.

Maintain Users and Profiles :: User List									
Select User	state active	•							
User Name	Full Name	Role	Drilldown	Scorecard	Professional	User Type	User Group	Last Login	Logged in
Andy	Andy	Admin/Designer	Designer	Designer	Designer	Advanced		11/19/2018 9:34 AM	
Karol	Karol	Admin/Designer	Designer	Designer	Designer	Advanced		4/26/2019 2:22 PM	
Simon	Simon (EBI)	Admin/Designer	Designer	Designer	Designer	Advanced			
SysAdmin	System Administrator	Admin				Advanced		4/29/2019 3:40 PM	yes
								Back	New user

## 5. Click the "Change password" button.

Maintain Users and Profiles :: User Details					
User Name	Karol				
Full Name	Karol				
Change password					

## 6. Enter the new password twice and hit the "OK" button at the bottom of the screen.

Maintain Users and	Profiles :: User Details		
User Name	Karol		
Full Name	Karol		
Password		0 A	
Confirm Password			
Cancel changing	bassword		

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