Reset Company Password

SYSPRO 8

Reference Guide

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Exploring

Where it fits in?

This functionality allows the system administrator to reset a company password without having to supply the original password.

The system administrator may forget the company password and needs to reset this password without recalling the original password.

You can reset the company password using the **Company Maintenance** program.

Starting

Restrictions and Limits

- Only an administrator can reset the company password without having to supply the previous company password.

Solving

FAQs

How do I reset the company password using the Company Maintenance program?

If you have system administrator credentials then you can enter a new password without having to supply the old password.

1. Open the **Company Maintenance** program.

2. Select **Set Company Password**.

   The **New Password** screen is displayed.

3. Enter the new password at the **New password** field.

4. Re-enter the password at the **Confirm new password** field.

5. Save your settings.

How do I reset the company password using the Company Setup program?

1. Login to SYSPRO as a system administrator.

   > If you do not log in as a system administrator, then you will have to supply the previous company password before you can save the new password.

2. Open the the **Company Setup** program by selecting the **Browse** button.

   The **Companies** screen is displayed.

3. Select the company for which you want to change the password.

4. Select **Change**.

5. Select the **Set Company Password** button.

6. Enter the new password on the **New password** field.

7. Re-enter the password at the **Confirm new password** field.

8. Save your settings.

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