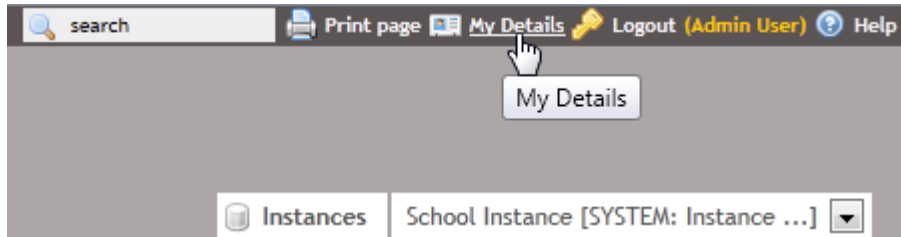


Changing the admin password

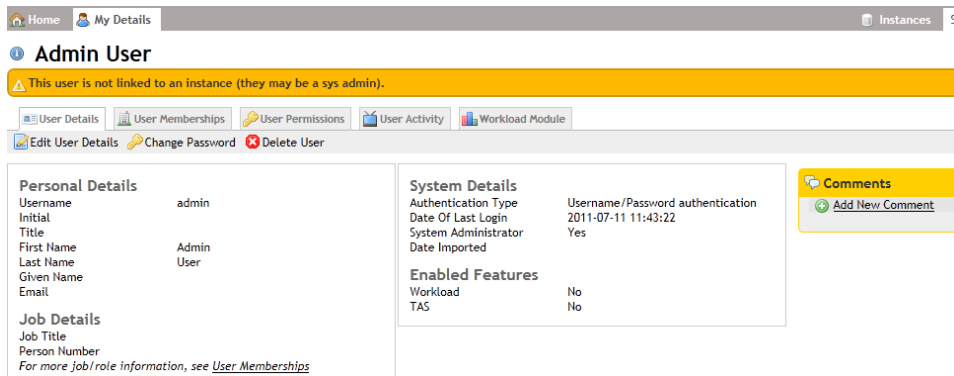


Changing the admin password

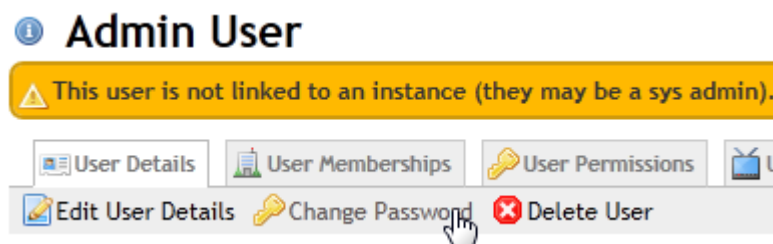
- When you first log into Swarm you are given a generated password to use, you cannot change this password until you have created an instance. To change your password click the *My Details* button.



- The *My Details* page displays details about the user currently logged in. As Swarm automatically generated the admin user, it has filled in the details with blank defaults (these can be changed by clicking the edit button).



- To change the password click *Change Password*:

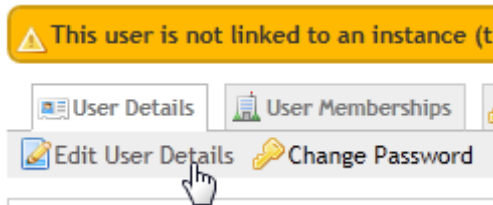


- Enter the current password into the *Current Password* box and the new password into the *New Password* and *Password Confirmation* boxes. Press *Change Password* to action these changes.

Change Password



- To change the username and edit other personal details click on the *Edit User Details* button.



- You can change the username that you use to log into the system with by changing the *Username* textbox. There must be data entered into the *First Name*, *Last Name*, *Given Name*, *Email* and *Authentication Type* boxes. These fields are required fields. The other fields are optional or add more features to user's accounts. Once the information is complete click on the *Save Changes* button.

Edit User Details

Personal Details

Username: Hannah
Title: Miss
Initial:
First Name: Hannah
Last Name: User
Given Name:
Email: hannah@emailaddress.co.uk
Notes:

Job Details

Job Title: Administrator
Person Number:

Enabled Features

Workload: ☒
TAS: ☒
Accept Emails: ☒

System Details

Authentication Type: Username/Password authentication
System Administrator: ☒
External User: ☐
Save Changes

- You will receive confirmation of the changes or if you have missed required fields you will be shown which fields have errors in them. The data about the user can be seen in the *Personal Details* section.