Change Passwords

Users can manage their passwords from the My Profile section in both the End User and Power User Interface. If a user forgets their password, they can reset it from the sign in window if their Knowledgebase permissions allow it.

Managing Passwords in Agiloft

You can log in and manage your own password directly in Agiloft. Administrators can change user passwords, but they can't see previous password values. For more information, please see Password Management.

To change your password:

- 1. Log in to Agiloft.
- 2. Open your profile:
 - In the End User Interface, click the My Profile tab.
 - In the Power User Interface, click the User Menu and then My Profile.
- 3. Under User Information, click Change Password.

✓User Information	
*Login	anna
*Password	Change Password

Change Password link

4. Enter your current password to verify your identity and then create a new password.

Resetting Forgotten Passwords

If your system is configured to allow users to reset forgotten passwords, a link appears on the login page of the Knowledgebase. For security purposes, most admin users cannot reset their passwords using this method. For more information about password security, please see Password Management.

A To successfully reset a password this way, you must have an email address and cell phone number already defined in your user profile, and you must still have access to at least one of these.

To reset your password...

1. Navigate to the login page for your Knowledgebase.

- 2. Click Lost Password.
- 3. Enter the username or email address associated with your Agiloft account and choose whether to receive your password reset link as an email or text.
- 4. Follow the directions in the text or email to reset your password and access your account.