

# Changing passwords

You can change your own password whenever you are logged into Teamwork Cloud Admin (TWAdmin). The changes will take effect immediately once you or the user logs out of TWAdmin. The new password will be required for the next login. If you have the **User Manager** role, you can change another user's password.



### Note

Only a **User Manager** can change another user's password. Therefore, an unauthorized user cannot see the **Reset Password** section on the **User detail** page.

To change your own password

1. Click your username on the **User Management** page. The **User detail** page will open.

2. Click **Change Password**. The **Change Password** dialog will open.

3. Type your old password in the **Old password** box.
4. Type your new password in the **New Password** box and retype it in the **Confirm New Password** box.
5. Click **Change Password** to apply your new password.



### Note

The **New Password** and **Confirm New Password** text boxes will be enabled once you type in the **Old password** text box.

To change another user's password

1. Click a username whose password you want to change on the **User Management** page. The **User detail** page will open.

### Related pages

[User management page](#)

[Changing passwords](#)

[Importing users](#)

[Editing user information](#)

[Converting users to internal or external](#)

[Copying roles and assignments from another user](#)

[Enabling or disabling user login](#)

[Searching for users](#)

[Viewing user profile and role assignment](#)

[Sorting users](#)

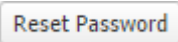
[Releasing elements locked by a user](#)

The screenshot shows a 'User detail' form for a user named 'Arya'. At the top left is a 'Back' button. To the right of the title are three links: 'Manage Locked Elements', 'Reset Password', and 'Convert to External'. The form contains several input fields: 'Username' (pre-filled with 'Arya'), 'Full name' (pre-filled with 'Arya Stark'), 'Email', 'Department', and 'Mobile'. Below these is a checkbox labeled 'Enable' which is checked. A 'Save' button is at the bottom right.

2. Click the **Reset Password** menu. The **Reset Password** dialog will open.

The screenshot shows a 'Reset Password' dialog box. It has a title bar with a close button. The text inside says 'You can reset password for the user "Arya".' Below this are two input fields: 'New Password:' and 'Confirm New Password:', both containing masked characters (dots). A 'Reset Password' button is at the bottom right.

Resetting a user's password in the Reset Password dialog.

3. Type a new password in the **New Password** box and retype it in the **Confirm New Password** box.
4. Click  to save the new password.



#### Note

You must have a role as User Manager to reset another user's password.