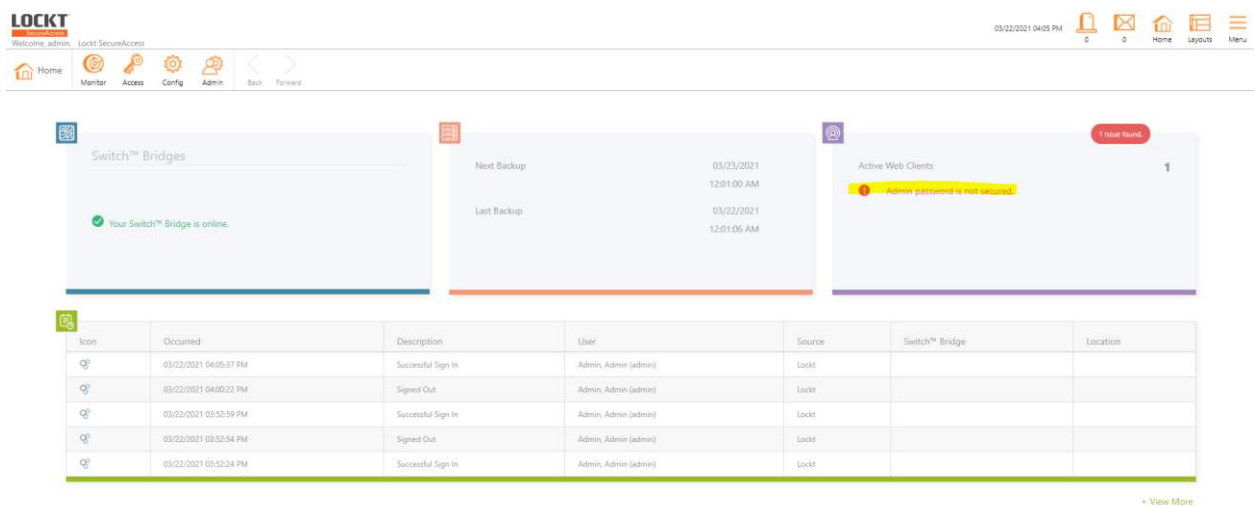


1. Login to the Lockt Software.



2. Enter username (admin) and password (pass).
You are now logged into Lockt Software.
3. Select **Admin password is not secure** (highlight in image) to take you to the User page.



4. Select the **Admin, Admin** user.



5. Select the **Change** button next to **Password**.

⛶ Expand All | ⛶ Collapse All

⛶ Identity

Status Valid

First Name Admin ✕

Last Name Admin ✕

Role System Administration ▼

Login

Username admin

Password **Change**

Language English ▼

Valid From mm/dd/yyyy

00:00 ⌚

☒ Until Further Notice

☐ Disable User

⛶ Additional Information

Email Email ✕

6. Type in new password and confirm the password. The requirements turn green as they are met.

⛶ Identity

Status Valid

First Name Admin ✕

Last Name Admin ✕

Role System Administration ▼

Login

Username admin

Password **Cancel**

- Must be at least 9 characters long.
- Must contain a lowercase letter.
- Must contain an uppercase letter.
- Must contain a number.
- Must contain a special character.

Confirm Password

Language English ▼

Valid From mm/dd/yyyy

7. Select the **Save** button when complete.

 Admin

 Back

 Forward

 Create

 Save

 Cancel

 Filter

 Import

 Export PDF

 Export All to CSV

^ Identity

Status

Valid

First Name

Admin

Last Name

Admin

Role

System Administration

Login

Username

admin

Password

Cancel

✔ Must be at least 9 characters long.

✔ Must contain a lowercase letter.

✔ Must contain an uppercase letter.

✔ Must contain a number.

✔ Must contain a special character.

Confirm Password



Update im

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