

We are currently updating our site; thank you for your patience.

## UTILITIES

### RESET PASSWORD

You have the ability to change your **user** password from the **Utilities** module in **Nucleus Service**.

Try to make your password **unique** so that other users do not attempt to log onto the system under your user name, as all changes to the system will be logged against your user.

Try not to forget your password - system support will not be able to retrieve it for you.

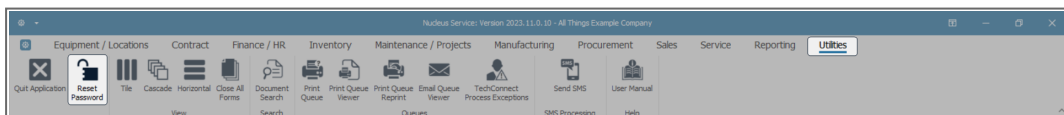
If you have forgotten your password, contact system support to reset your password.

Your password will be reset to the default: **P@ssword123**.

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#### Ribbon Access: Utilities > Reset Password

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### ADD NEW PASSWORD DETAILS

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The **Change Current Password** pop-up screen will appear.

- **Current Password:** Type in the current password.
- **Enter a new password:** Type in the new password.

- **Re-enter the new Password:** Type in the new password again, for verification.

Change Current Password - Nucleus Service: Version: 2023.11.0.10 - All Things Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back

Process

Current Password

Enter a new password

Reenter the new Password

## SAVE NEW PASSWORD

- When you have finished typing in the changes -
- Click on **Save**.

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Save Back

Process

Current Password

Enter a new password

Reenter the new Password

- A **Password Change** message box will pop up informing you that -
  - **The password has been changed successfully.**
- Click on **OK**.

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Save Back

Process

Current Password

Enter a new password

Reenter the new Password

**Password Change**

The password has been changed successfully.

OK



## Change Password

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- You will now be able to use the **new** password to log in to Nucleus Service.

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