**Purpose:**

To assure that users of the TANGO can change their passwords as outlined by institutional policy to maintain security of the system.

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| **A.** | Select the ‘Definitions’ button. |  |
| **B.** | The ‘Password Assignment’ window will open.   * This allows the operator currently logged into the system to change their password. |  |
| **C.** | In the ‘Password’ box, enter a new password.   * ***Note****: Passwords are case sensitive.* |  |
| **D.** | In the ‘Confirmation’ box, re-enter the new password.   * Enter exactly as entered the first time. |  |
| **E.** | Select ‘OK’ to accept the change. |  |
| **F.** | Select ‘Cancel’ to reject change. |  |

**Referenced Documents:**

TANGO User Guide, Version 3.0.2