**Purpose**

To assure that each operator of the TANGO has appropriate rights assigned for instrument operation. To assure that users of the TANGO can change their passwords as outlined by institutional policy to maintain security of the system.

**Procedure**

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| **Step** | **Action** | **Related Documents** |
| **Defining User Profiles** | | |
| 1 | Push the ‘definitions’ button in the ‘main menu’ to open the ‘definitions’ submenu |  |
| 2 | Select the ‘User’ button.   * The ‘User Selection’ window will open. * Defined users will be displayed along with their assigned use profiles. |  |
| 3 | Select the ‘New’ button to assign a new user profile.   * Spelling of names and passwords must be correct and are case sensitive. * Profiles are assigned by selecting on the corresponding buttons. * The system allows for multiple roles to be assigned to one person with one password.   + Administrator has the highest level of rights.   + Validator can edit and validate results.   + Users can operate the analyzer but not edit or validate results.   + Select the ‘OK’ button when all information is entered. * Once the window is closed, the new user and the assigned profile will be displayed in the user section |  |
| 4 | To edit a user profile   * Select the appropriate user ID * Select the ‘Edit’ button to edit the assignment of user’s rights. |  |

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| **Step** | **Action** | **Related Documents** |
| **Changing User Passwords** | | |
| 1 | Select the ‘Definitions’ button. |  |
| 2 | Select the ‘Password’ button. |  |
| 3 | The ‘Password Assignment’ window will open.   * This allows the operator currently logged into the system to change their password. |  |
| 4 | In the ‘Password’ box, enter a new password.   * ***Note****: Passwords are case sensitive.* |  |
| 5 | In the ‘Confirmation’ box, re-enter the new password.   * Enter exactly as entered the first time. |  |
| 6 | Select ‘OK’ to accept the change. |  |
| 7 | Select ‘Cancel’ to reject change. |  |

**REFERENCED DOCUMENTS:**

TANGO User Guide, Version 3.3