

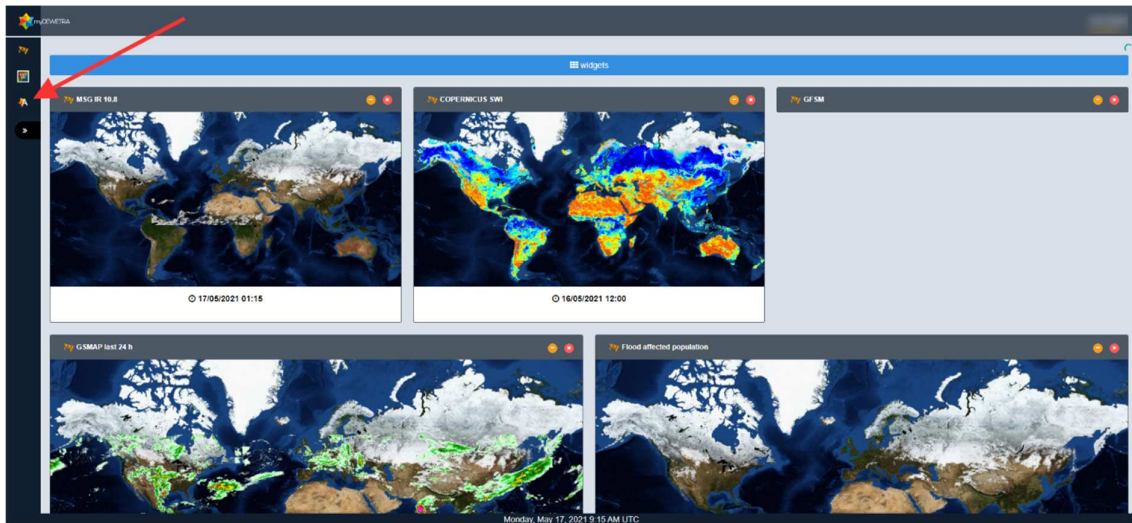
CHANGE THE PASSWORD WITHIN THE **ADMIN** APPLICATION



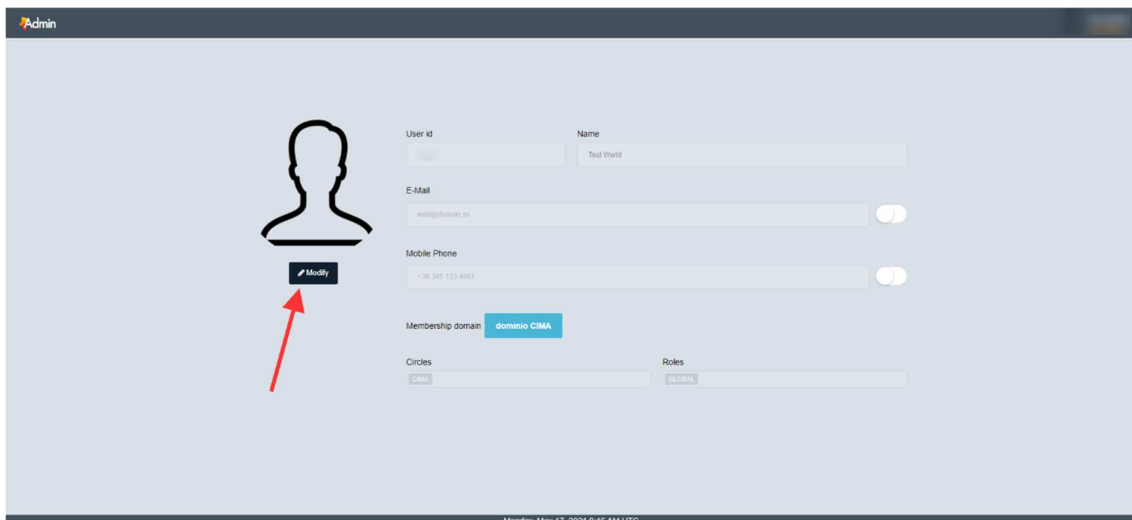
The private part of the portal is protected by username and password for each user. Typically, the username is made up of the string **name.surname**.

The first login password is provided by the system administrator but can be modified at any time to ensure maximum security of your access (the new password must be at least 8 characters long).

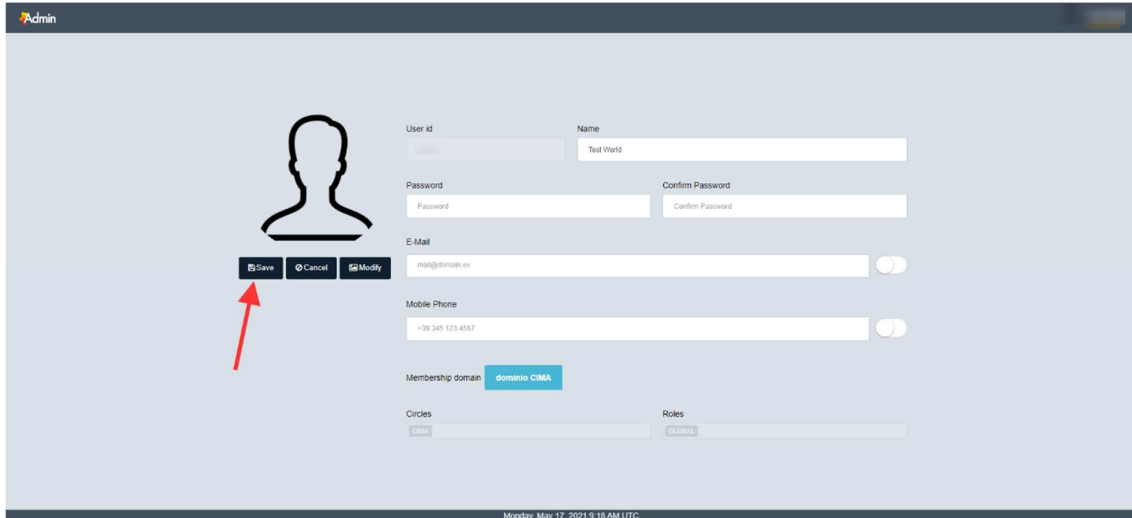
Step 1: Launch **ADMIN** application.



Step 2: At this point, the tab of your profile will be displayed and you can create a new password by clicking on the **Modify** button.

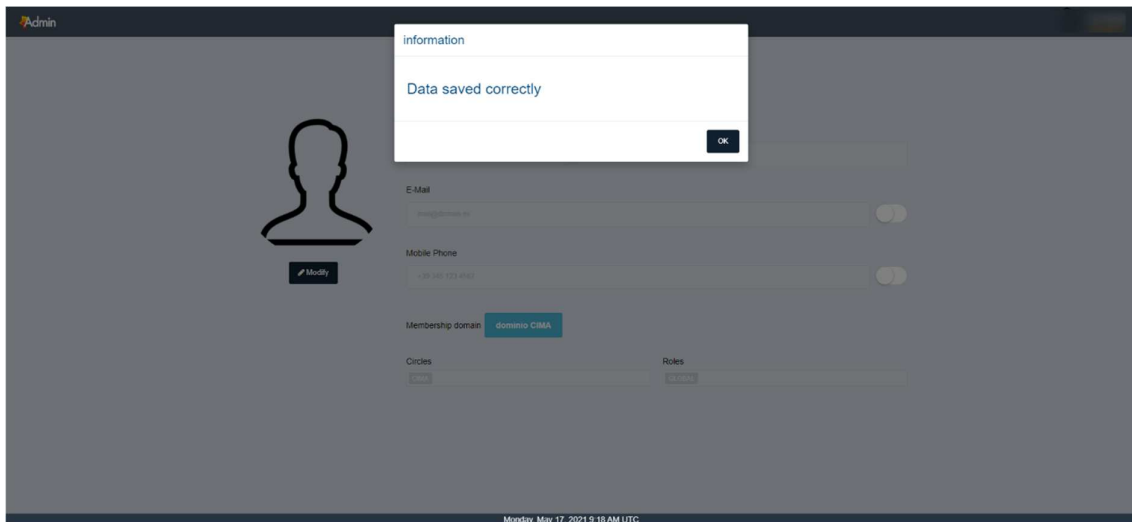


Step 3: Then you will need to enter the new password by insert it in both the **Password** and **Confirm password** fields, and then click on the **Save** button to store the information just entered.



The screenshot shows the 'Admin' user profile page. On the left is a silhouette icon. To its right are three buttons: 'Save', 'Cancel', and 'Modify'. A red arrow points to the 'Save' button. The form fields on the right include: 'User id' (empty), 'Name' (Test World), 'Password' (empty), 'Confirm Password' (empty), 'E-Mail' (man@domain.eu), 'Mobile Phone' (+39 345 123 4567), 'Membership domain' (dominio CIMA), 'Circles' (CIMA), and 'Roles' (GLOBAL). The footer shows 'Monday, May 17, 2021 9:15 AM UTC'.

Step 4: If all went well, the application responds with a confirmation message.



The screenshot shows the same 'Admin' user profile page, but with a confirmation message overlay. The message box is titled 'information' and contains the text 'Data saved correctly' with an 'OK' button. The background is dimmed. The 'Modify' button is now visible below the silhouette icon. The footer shows 'Monday, May 17, 2021 9:15 AM UTC'.