upland Ultriva

Ultriva 8.0 and Above

Change or Reset a

User's Password

Reference Guide
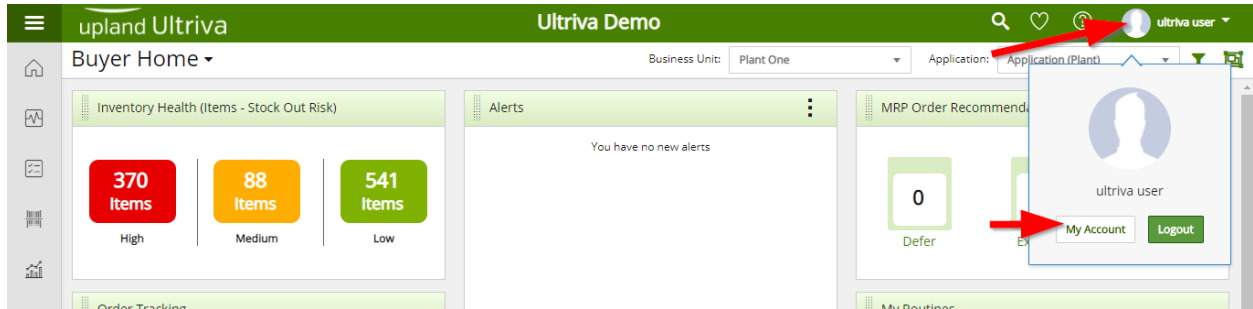
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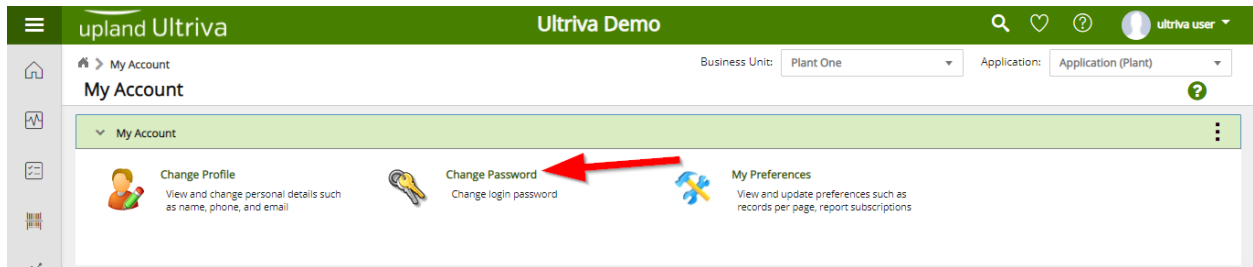
(Click to follow link)

Change Password – Current User

⚠️ *Important – A User can go into Ultriva and change his/her own password if the privileges are set such that they can. If not, contact the Ultriva Administrator to perform this task.*

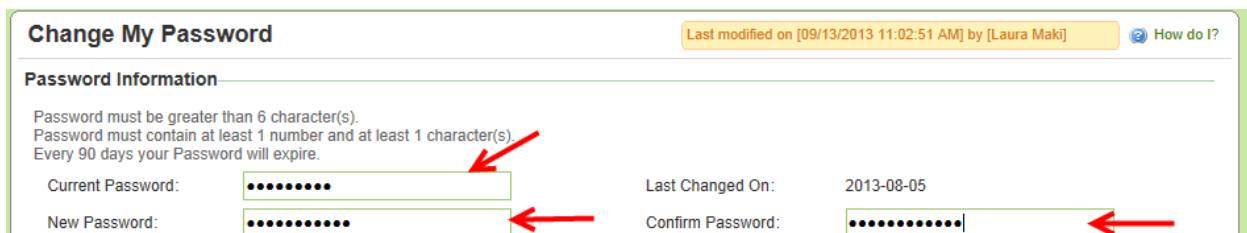To **navigate** to **Change Password, Click** on your **Username** then **click** "**My Account**"

Click on "**Change Password**"

Password Information

Enter your **current password** in the "**Current Password**" field. **Enter** a **new password** in the "**New Password**" field. **Enter** the **new password** again in the "**Confirm Password**" field.
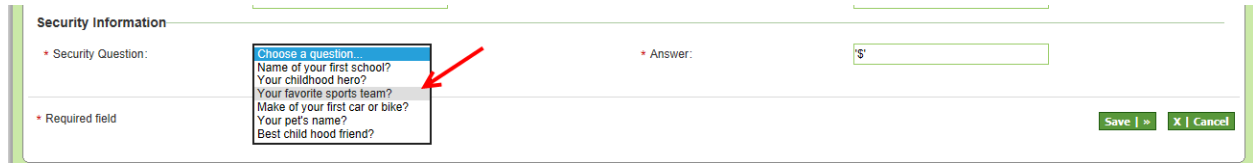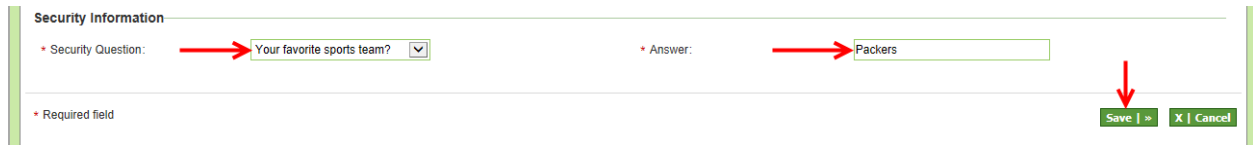
Click on the drop down arrow in the "Security Question" field and a **drop down list appears** of the available **security questions. Click** on a **selection.**

Your **selection appears**. **Type** in the **answer** to a "**Security Question**" and **click** on the **"Save"** button
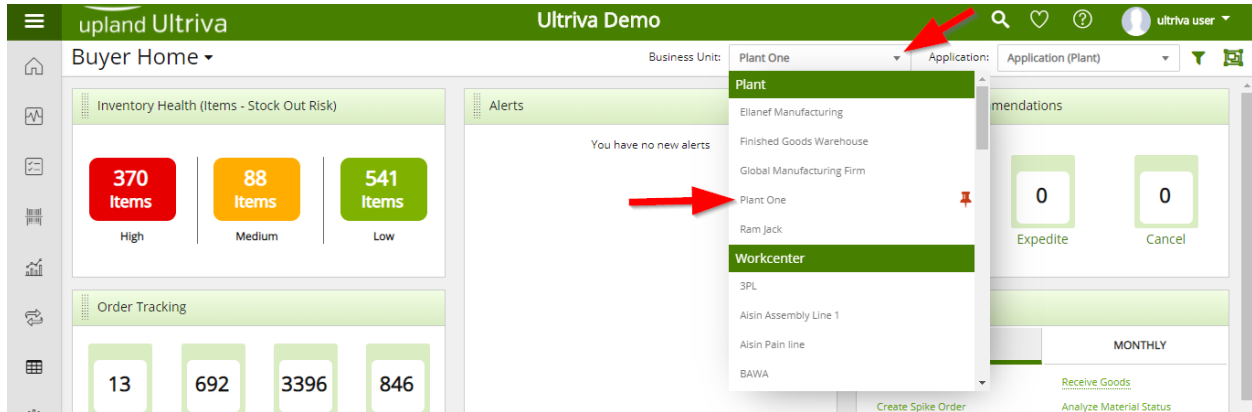

<u>***The password has now been changed.***</u>

Important – A Security Question must be sel ected and the Answer must be entered for the password changes to take effect.
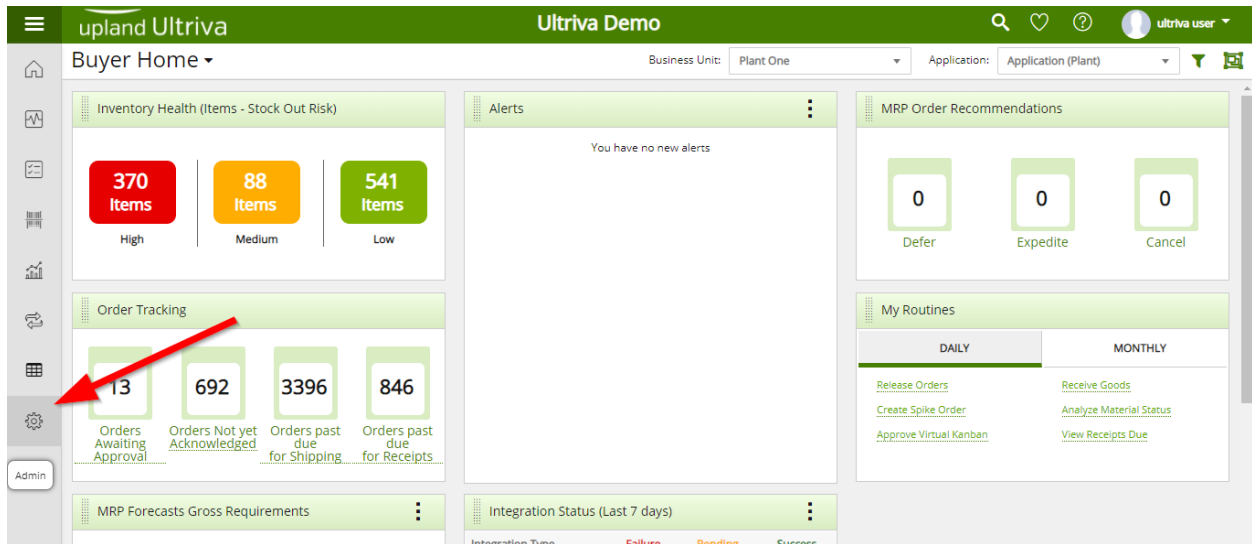

Reset a User's Password

⚠️ *Important – Depending on the privileges that are set for each user, they may not be able to reset a password. If not, contact the Ultriva Administrator to perform this task.*

To **navigate** to "**Reset a User's Password**", **select** the "**Plant or Workcenter**"

Click on "**Admin**"

Click on "**User**"

Click on the "**User**" and the **line** will **highlight. Click** on the "**Edit**" button.

Password Information

 Quick Tip – The "Password" must be set up based on how your plant security for passwords has been set up in Ultriva. (See below, inside the box),

Enter a **new password** in the "**Password**" field. **Enter** the new **password** again in the "**Confirm Password**" field.

Select an **option** for: "**User must change password at next log in**" or "**Password never expires**". **Click** on the "**Save**" button. *It is recommended to select "User must change password at next log in.*

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User modified Successfully