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# Ultriva 7.6 and Higher Change or Reset a User's Password Reference Guide

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*(Click to follow link)*

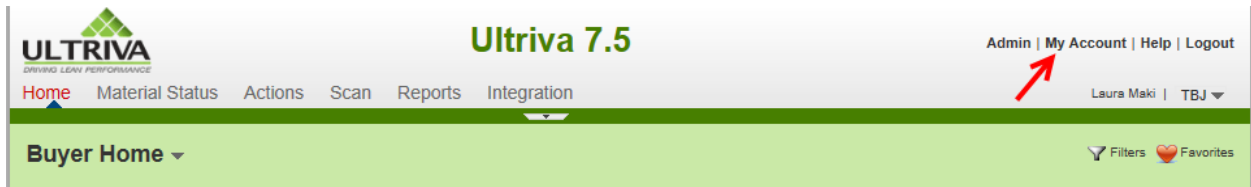
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## Change Password – Current User

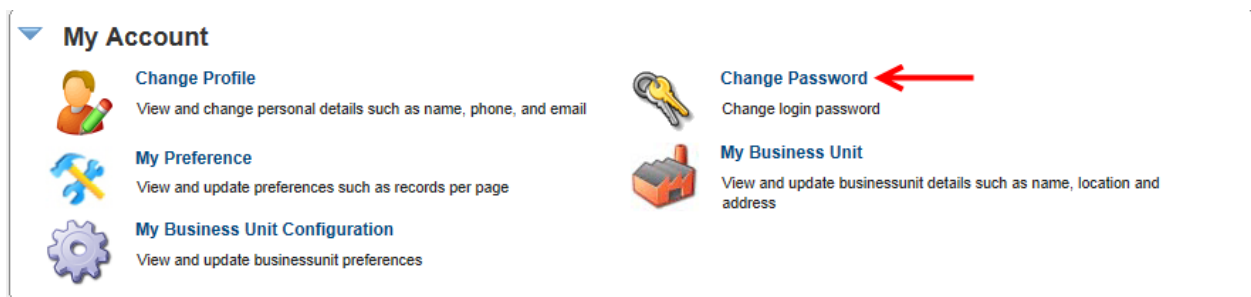


*Quick Tip – A User can go into Ultriva and change his/her own password if the privileges are set such that they can. If not, contact the Ultriva Administrator to perform this task.*

Click on “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

Security Information

\* Security Question:  Your favorite sports team?

\* Answer: 

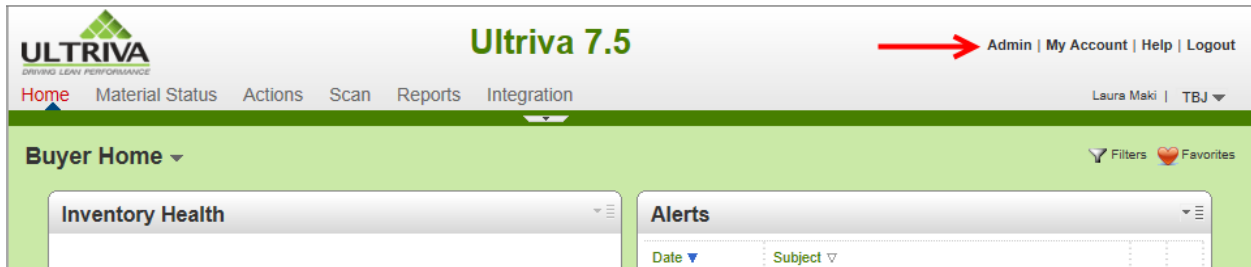
\* Required field

**The password has now been changed.**

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

## Reset a User's Password

To navigate to “Reset a User's Password”, click on “Admin”



ULTRIVA  
DRIVING LEAN PERFORMANCE

Ultriva 7.5

Admin | My Account | Help | Logout

Home Material Status Actions Scan Reports Integration

Laura Maki | TBJ

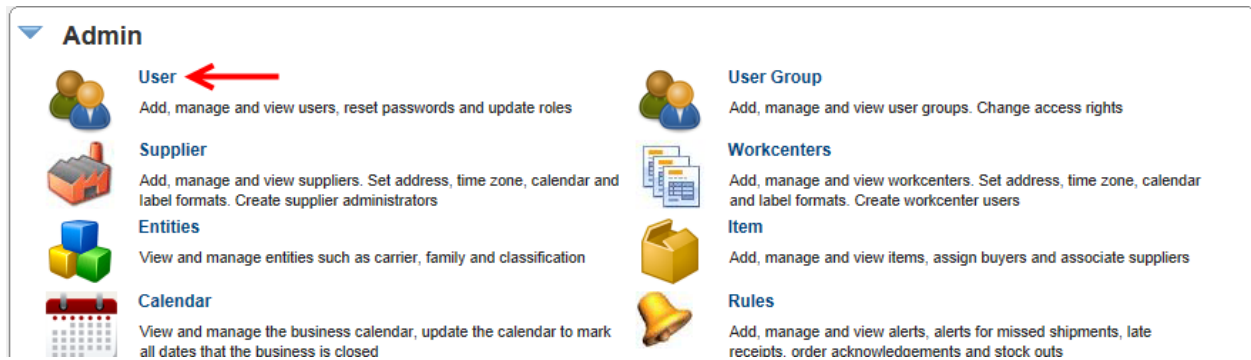
Buyer Home

Inventory Health

Alerts

Date Subject

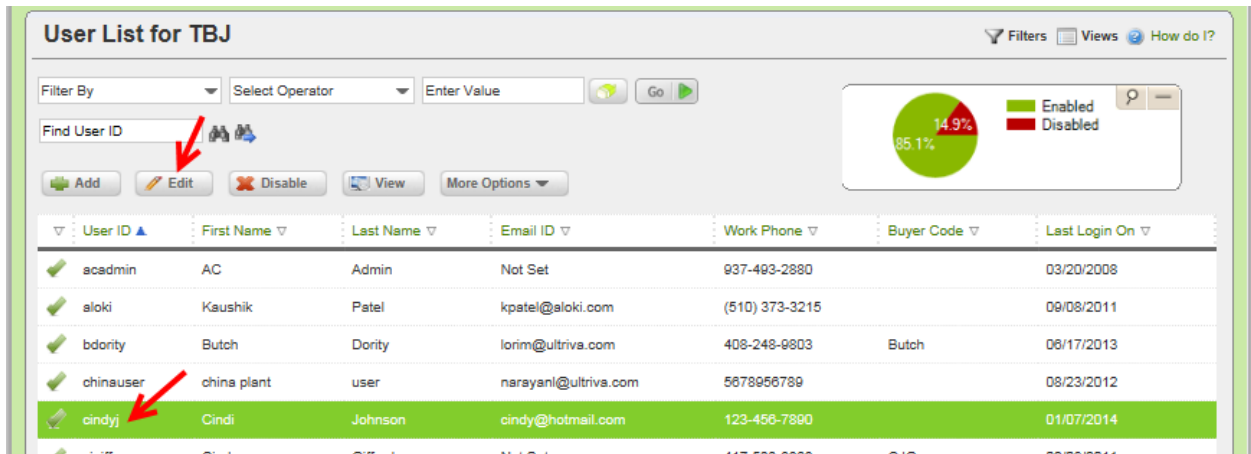
Click on “User”



Admin

- User** (highlighted with red arrow)  
Add, manage and view users, reset passwords and update roles
- User Group**  
Add, manage and view user groups. Change access rights
- Supplier**  
Add, manage and view suppliers. Set address, time zone, calendar and label formats. Create supplier administrators
- Workcenters**  
Add, manage and view workcenters. Set address, time zone, calendar and label formats. Create workcenter users
- Entities**  
View and manage entities such as carrier, family and classification
- Item**  
Add, manage and view items, assign buyers and associate suppliers
- Calendar**  
View and manage the business calendar, update the calendar to mark all dates that the business is closed
- Rules**  
Add, manage and view alerts, alerts for missed shipments, late receipts, order acknowledgements and stock outs

Click on the “User” and the line will highlight. Click on the “Edit” button.



User List for TBJ

Filter By Select Operator Enter Value Go

Find User ID

Add Edit Disable View More Options

85.1% Enabled 14.9% Disabled

User ID	First Name	Last Name	Email ID	Work Phone	Buyer Code	Last Login On
acadmin	AC	Admin	Not Set	937-493-2880		03/20/2008
aloki	Kaushik	Patel	kpatel@aloki.com	(510) 373-3215		09/08/2011
bdority	Butch	Dority	lorim@ultriva.com	408-248-9803	Butch	08/17/2013
chinauser	china plant	user	narayanl@ultriva.com	5678956789		08/23/2012
cindyj	Cindi	Johnson	cindy@hotmail.com	123-456-7890		01/07/2014
cinnifer	Cindu	Gifford	Not Set	417-533-8888	CIG	02/04/2014

## 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

**Password Information**

Password must be greater than 6 character(s).  
Password must contain at least 1 number and at least 1 character(s).  
Every 90 days your Password will expire.

Password:  Confirm Password:

User must change password at next logon  
 Password never expires

**Application Access Information**

- Not Set    - Set Allow    - Set Deny    - Allowed    - Denied

Application Name	Current Access	Allow	Deny
Plant	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>
Supplier	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>
IOT	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>
DDS Lite	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>
RFQ	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>
QMS	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>

\* Required field

## User modified Successfully

**User List for TBJ** Filters Views How do I?

User cindyj modified Successfully