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Ultriva 8.0 and Above  
Change or Reset a  
User's Password  
Reference Guide

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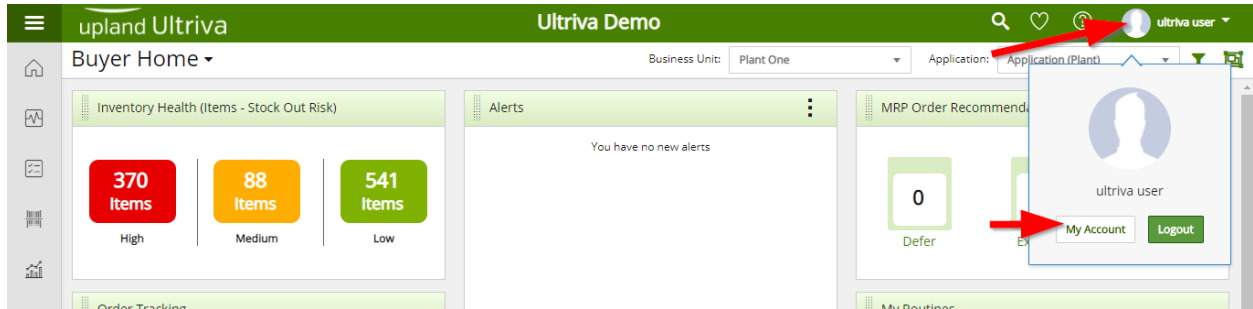
*(Click to follow link)*

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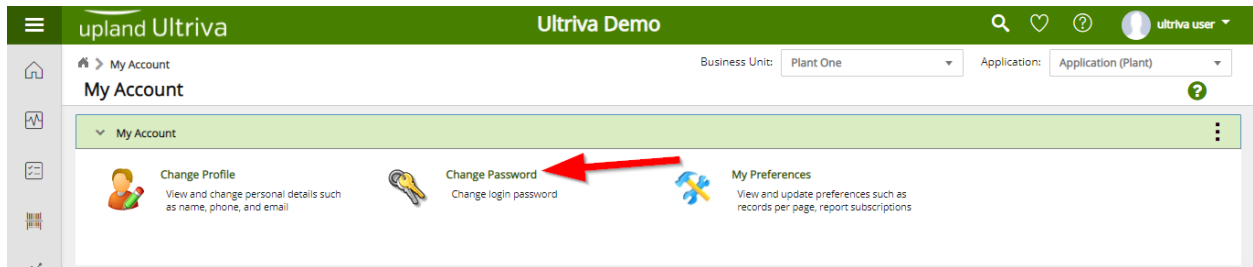
## Change Password – Current User

 **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”**

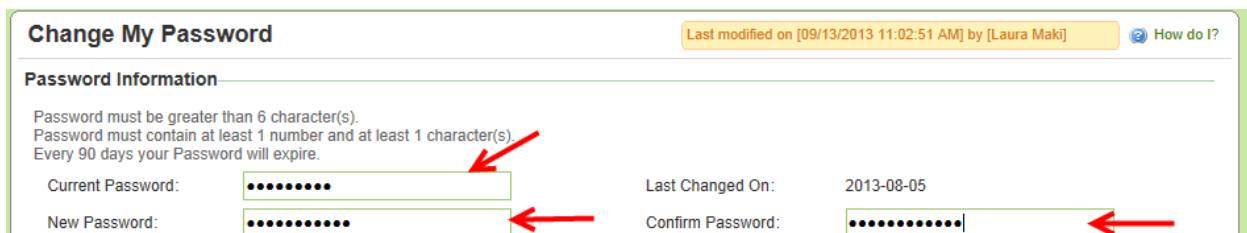


Click on **“Change Password”**



### 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.



**Change My Password** Last modified on [09/13/2013 11:02:51 AM] by [Laura Maki] [How do I?](#)

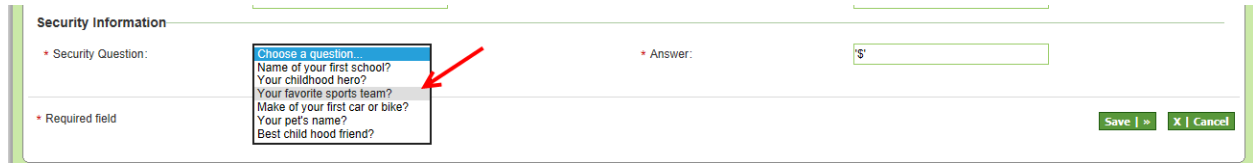
**Password Information**

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.

Current Password:  Last Changed On: 2013-08-05

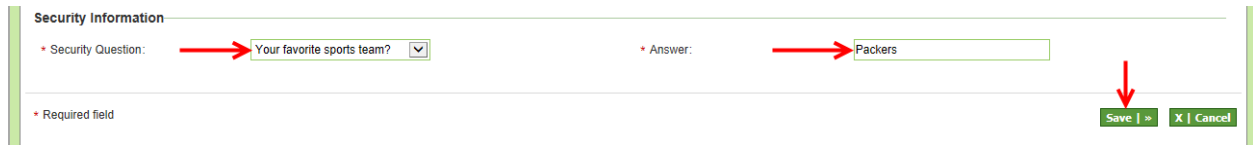
New Password:  Confirm Password:

**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.**



The screenshot shows a form titled "Security Information". The "Security Question" field is active, and a dropdown menu is open, displaying several options: "Choose a question...", "Name of your first school?", "Your childhood hero?", "Your favorite sports team?", "Make of your first car or bike?", "Your pet's name?", and "Best childhood friend?". A red arrow points to the "Your favorite sports team?" option. The "Answer" field is empty. At the bottom right, there are "Save | >>" and "X | Cancel" buttons. A red asterisk indicates a required field.

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



The screenshot shows the same "Security Information" form. The "Security Question" field now displays "Your favorite sports team?" with a dropdown arrow. A red arrow points to this field. The "Answer" field contains the text "Packers", with a red arrow pointing to it. The "Save | >>" button is highlighted with a red arrow. A red asterisk indicates a required field.

**The password has now been changed.**

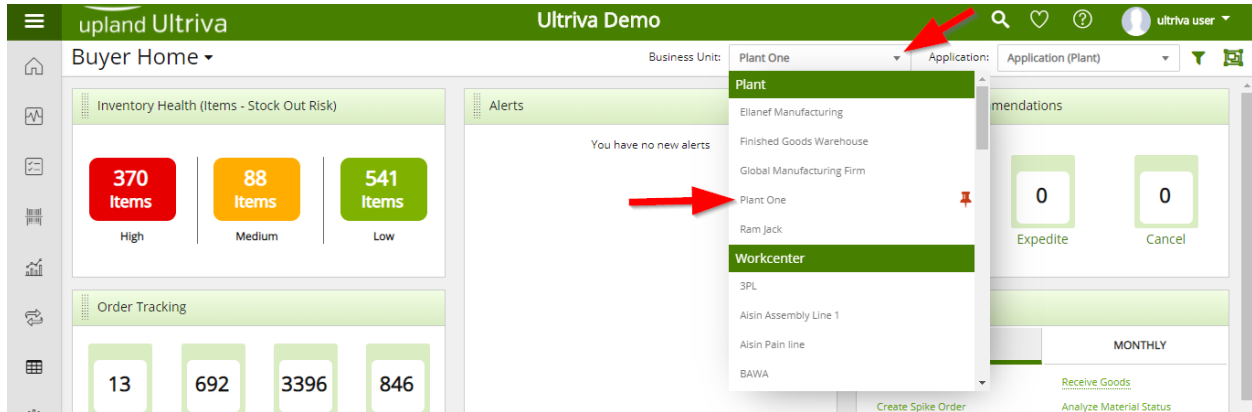


***Important – A Security Question must be selected and the Answer must be entered for the password changes to take effect.***

## Reset a User's Password

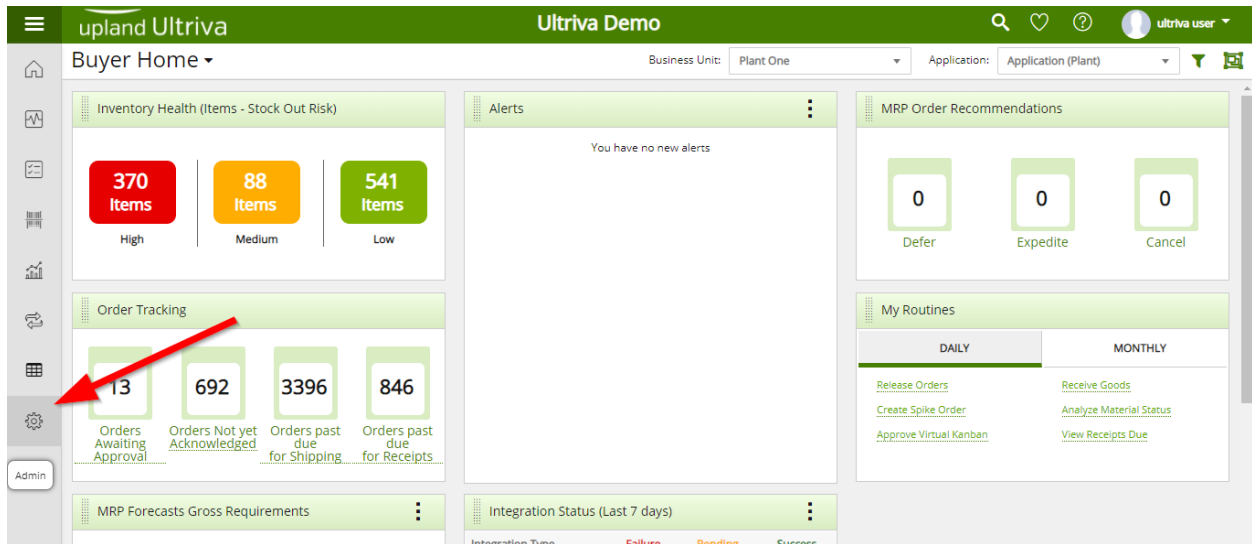
 **Important** – Depending on the privileges that are set for each user, they may not be able to reset a password. If not, contact the Ultriva Administrator to perform this task.

To navigate to “Reset a User's Password”, select the “Plant or Workcenter”



The screenshot shows the Ultriva Buyer Home interface. The top navigation bar includes the Ultriva logo, the user name 'ultriva user', and a search icon. The main content area is divided into several sections: 'Inventory Health (Items - Stock Out Risk)' with three cards for High (370 Items), Medium (88 Items), and Low (541 Items) risk levels; 'Order Tracking' with four cards showing counts (13, 692, 3396, 846); 'Alerts' with the message 'You have no new alerts'; and 'MRP Order Recommendations' with three cards for 'Defer', 'Expedite', and 'Cancel'. A dropdown menu is open for 'Business Unit', showing options for 'Plant' (Elianef Manufacturing, Finished Goods Warehouse, Global Manufacturing Firm, Plant One, Ram Jack) and 'Workcenter' (3PL, Aisin Assembly Line 1, Aisin Pain line, BAWA). A red arrow points to the 'Plant One' option in the dropdown menu.

Click on “Admin”



The screenshot shows the Ultriva Buyer Home interface with the 'Admin' button highlighted. The interface is similar to the previous screenshot, but the 'Admin' button is now visible in the left sidebar. A red arrow points to the 'Admin' button. The 'Order Tracking' section shows four cards: 'Orders Awaiting Approval' (13), 'Orders Not yet Acknowledged' (692), 'Orders past due for Shipping' (3396), and 'Orders past due for Receipts' (846). The 'MRP Order Recommendations' section shows three cards for 'Defer', 'Expedite', and 'Cancel'. The 'My Routines' section shows a table with columns for 'DAILY' and 'MONTHLY' routines, including 'Release Orders', 'Create Spike Order', 'Approve Virtual Kanban', 'Receive Goods', 'Analyze Material Status', and 'View Receipts Due'. The 'Integration Status (Last 7 days)' section shows a table with columns for 'Integration Type', 'Failure', 'Pending', and 'Success'.

## Click on “User”

Business Unit: Plant One Application: Application (Plant)

Admin

- User: Add, manage and view users, reset passwords and update roles
- Item: Add, manage and view Items, assign buyers and associate suppliers
- Operator Work Hours: Manage operator work hours
- Dropoff Location: Add, manage and view Dropoff Location
- User Group: Add, manage and view user groups. Change access rights
- Calendar: View and manage the business calendar, update the calendar to mark all dates that the business is closed
- Supplier Item: Add, manage and view supplier items
- Kanban Label: Add, manage and view labels

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

Business Unit: Plant One Application: Application (Plant)

User List for Plant One

Filter By: Select Operator: Enter Value: Go

ultriva

+ Add Edit Disable View More Options

Sorted by: User ID Viewing 71 to 80 of 81 Page 8 of 9

Status	User ID	First Name	Last Name	Email ID	Work Phone	Buyer Code	Last Login On
✓	superuser	Super	User	Not Set	314-553-2566		01/06/2011
✓	tcruz	Theresa		Not Set	011 63-2 479-5135		02/08/2011
✓	Test4	TestforClone	Clone	Not Set	\$		-

## 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.*

## Edit User ultravauser1

Last modified on [09/24/2020] by [ultriva user]

### Password Information

Password must be greater than 4 character(s).

Password:

User must change password at next logon  
 Password never expires

Confirm Password:

### Application Access Information

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

Application Name	Current Access	Allow	Deny
Plant			
Supplier			
Customer			
IOT			
RFQ			
QMS			

\*Required field

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## User modified Successfully

My Account > Admin > User

Business Unit:  Application:

### User List for Plant One

Filters Views Print Export ?

User ultravauser1 modified Successfully