

## Asgard Desktop Directory - Change a User's Password

Asgard requires a valid Username and Password for every user. If a user does not know their username and/or remember their password you may need to provide it for them.



🚳 Asgard One Valley Lodge	
File Site Facilities Tools Help	
Directory Locations •   Work Orders • PM • Inspections • Supply Chain	- Cleans -
Welcome Page User Directory	
New User Edit Disable   Change Password   Show Disabled Users	

File Site F	acilities Tools Help				
Directory Locat	tions 👻 Work Orders 👻 PM	<ul> <li>Inspections</li> </ul>	- Supply Chain -	Cleans 👻	
Welcome Page	User Directory				
New User Edit	Disable Change Password	now Disabl	ed Users	K	
Display Directory	As: Last Name, First Name	- Look For:	Haro	- Find CI	ear
Abrix, Leanne Mobile Phone: Email:	First Name Last Name Last Name, First Name Username	<b>Jasparini.</b> Office Phone: mail:	Activities Admin Audit Bell Staff	alley.com	
<b>Allie, Jay</b> Email:	jallie@onevalley.com	<b>George, Bo</b> Email:	Corporate Engineering Finance	ey.com	
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Baggins, Bran Email: Perparding Cr	don bbaqqins@onevalley.com	Green, Mile Office Phone: Email:	Housekeeping IT PBXPT Safety & Security	<u>ay.com</u>	
Email:	gbernardino@onevalley.com	Gustivo, M Mobile Phone	Safety / Security Security Site Admin		

**Step 2**: Search for a user by:

- Last Name, First Name
- First Name, Last Name
- Username
- Department

**Step 3**: **Highlight** the user's name. *Don't double click!* Once highlighted click **Change Password**.



## Step 4: Enter New Password and then Confirm Password. Click OK.

