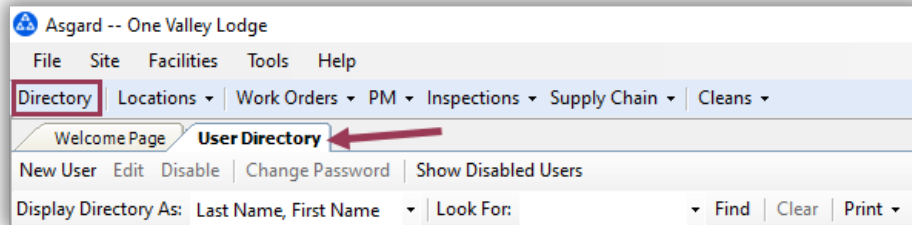


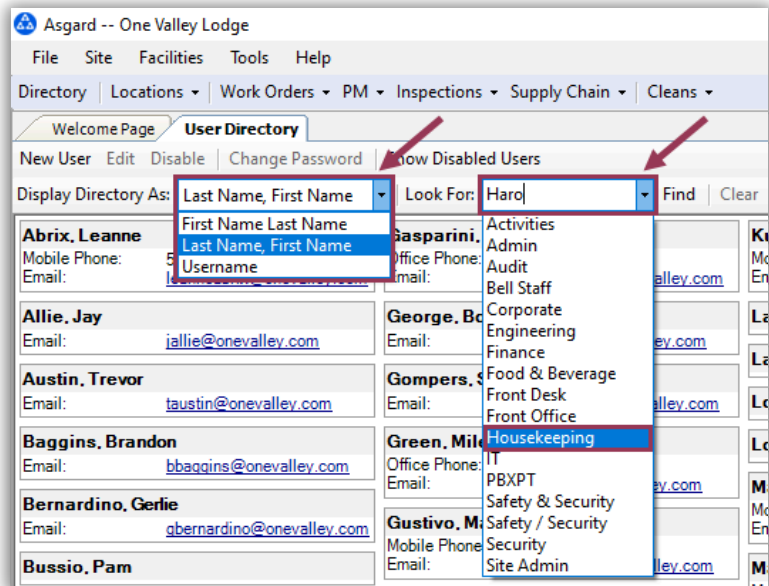
Asgard requires a valid Username and Password for every user. If a user does not know their username and/or remember their password you may need to provide it for them.

Step 1: Click **Directory** to open the **User Directory**.

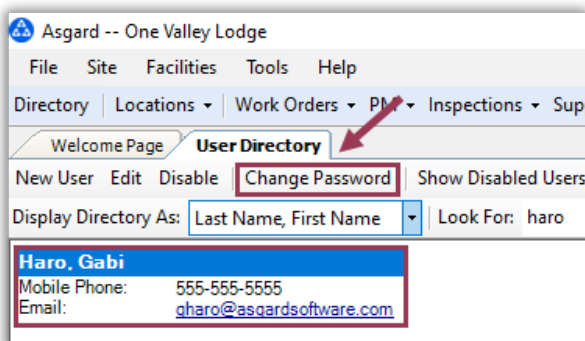


Step 2: Search for a user by:

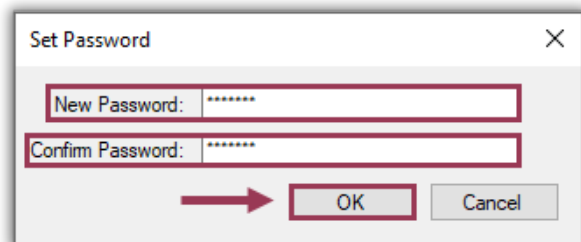
- Last Name, First Name
- First Name, Last Name
- Username
- Department



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**.



To view and share the username, simply double-click to open the user’s profile.