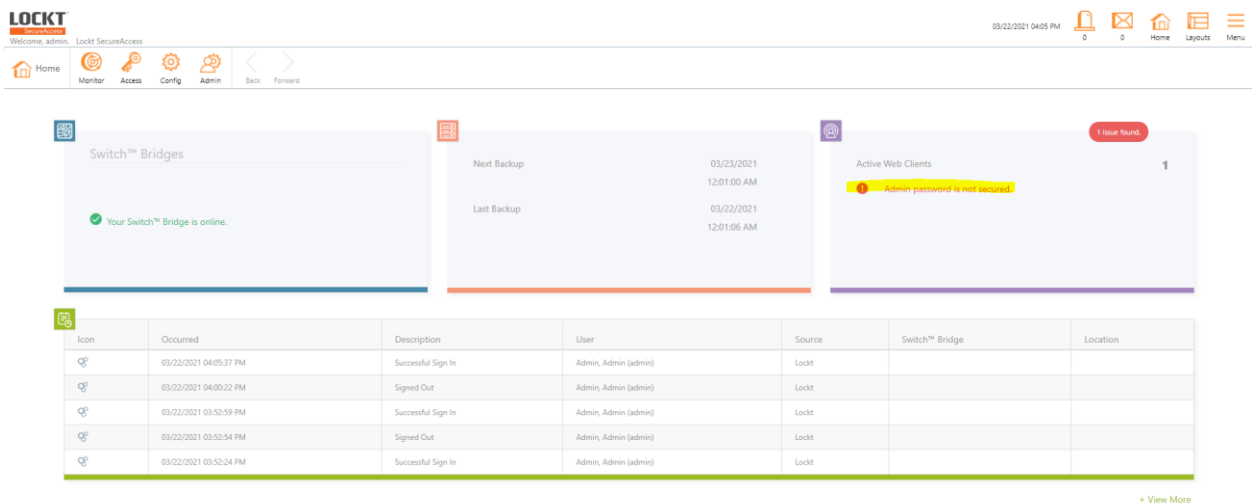


1. Login to the Lockt Software.

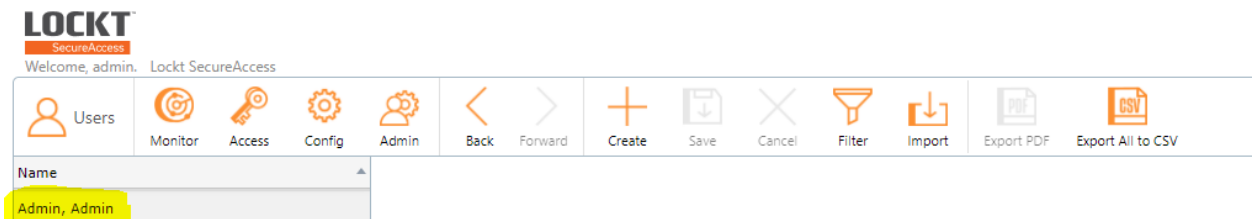


2. Enter username (admin) and password (pass).  
You are now logged into Lockt Software.

3. Select **Admin password is not secure** (highlight in image) to take you to the User page.



4. Select the **Admin, Admin** user.



5. Select the **Change** button next to **Password**.

⊕ Expand All | ⊖ Collapse All

^ Identity

---

**Status** Valid

**First Name** Admin ✕

**Last Name** Admin ✕

**Role** System Administration ▾

**Login**

**Username** admin

**Password** ..... **Change**

**Language** English ▾

**Valid From** mm/dd/yyyy

00:00 🕒

Until Further Notice

Disable User

^ Additional Information

---

**Email** Email ✕

6. Type in new password and confirm the password. The requirements turn green as they are met.

^ Identity

---

**Status** Valid

**First Name** Admin ✕

**Last Name** Admin ✕

**Role** System Administration ▾

**Login**

**Username** admin

**Password** [Redacted] **Cancel**

- Must be at least 9 characters long.
- Must contain a lowercase letter.
- Must contain an uppercase letter.
- Must contain a number.
- Must contain a special character.

**Confirm Password** [Redacted]

**Language** English ▾

**Valid From** mm/dd/yyyy

7. Select the **Save** button when complete.

The screenshot shows the 'Identity' section of the Lockt Secure Access Admin interface. At the top, there is a toolbar with various icons: Admin, Back, Forward, Create, Save (highlighted in yellow), Cancel, Filter, Import, Export PDF, and Export All to CSV. Below the toolbar, the 'Identity' section is expanded, showing the following fields:

- Status:** Valid
- First Name:** Admin
- Last Name:** Admin
- Role:** System Administration
- Login:**
- Username:** admin
- Password:** [Redacted] with a 'Cancel' button next to it.
- Confirm Password:** [Redacted]

Below the Password field, there are four green checkmarks indicating password requirements:

- Must be at least 9 characters long.
- Must contain a lowercase letter.
- Must contain an uppercase letter.
- Must contain a number.
- Must contain a special character.

On the right side of the form, there is a large grey profile icon and a button labeled 'Update im'.