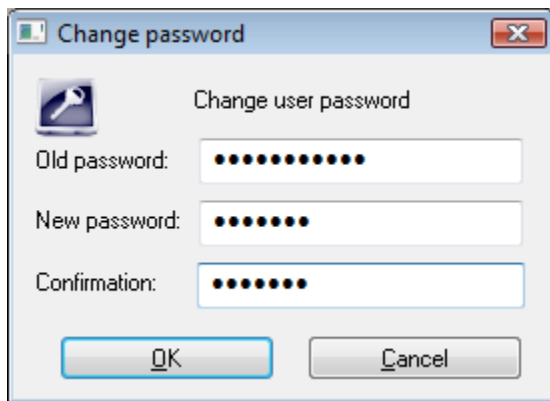# Change Password (Access to the HI Process)

Change password

User's logon password can be simply changed. Selecting the **Change Password** from the **System** menu opens the following dialog box.

To change user password:

1. Type the old password you want to change into the **Old password** input edit box.
2. Type a new password into the **New password** edit box and then also into **Confirmation** input edit box to verify correctness of typing.
3. Click the **OK** to confirm your changes.

> ⓘ **Related pages:**
>
> Access to the HI process