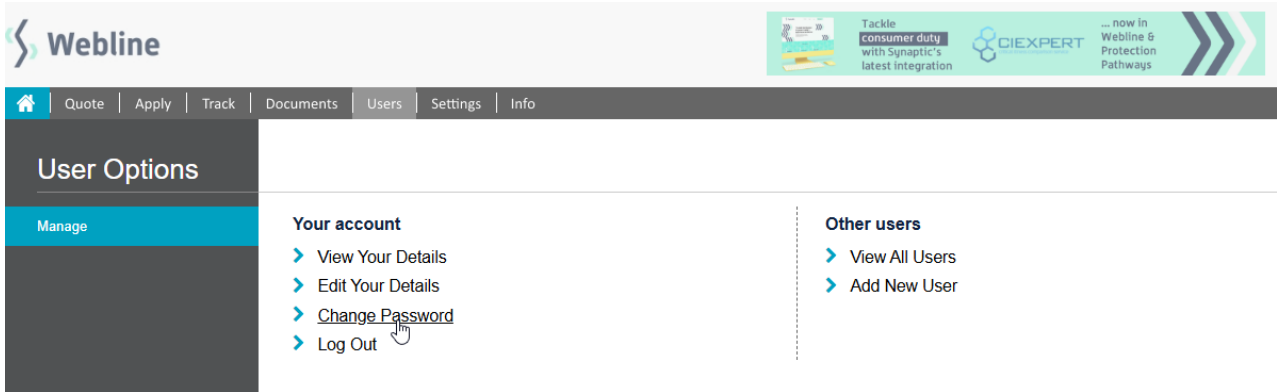


# Change Password

Last Modified on 04/02/2025 11:51 am GMT

Navigate to **Users > Change Password**

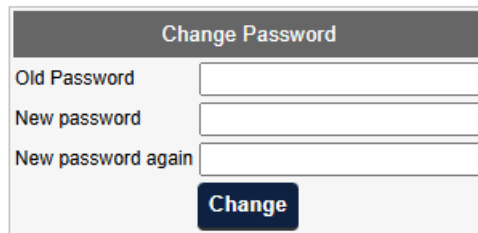


The screenshot shows the Webline user interface. At the top, there is a navigation bar with the Webline logo and a menu with options: Quote, Apply, Track, Documents, Users, Settings, and Info. Below the navigation bar, there is a 'User Options' sidebar with a 'Manage' button. The main content area is divided into two sections: 'Your account' and 'Other users'. Under 'Your account', there are four options: View Your Details, Edit Your Details, Change Password (which is highlighted with a mouse cursor), and Log Out. Under 'Other users', there are two options: View All Users and Add New User.

A simple form allows you to enter your old password (for security reasons) and then the new password twice (to ensure it has been entered correctly), before selecting the '**Change**' button.

## change your password

Password must contain a minimum of 8 characters, including uppercase, lowercase letters, at least one number and one special character.



The screenshot shows a 'Change Password' form. It has a title bar 'Change Password' and three input fields: 'Old Password', 'New password', and 'New password again'. Below the input fields is a 'Change' button.

NB: If you are using Synaptic Webline on Synaptic Pathways, Synaptic Suite or Synaptic Research, you will need to update your details with the settings/account details.