Assign and change password (by the admin)

Overview

This chapter deals with the **password change options available to the HR officer or the local administrator** in your company.

1. Assigning a password for the first time[1]

2. Resetting a password[2]

3. Deleting a password[3]

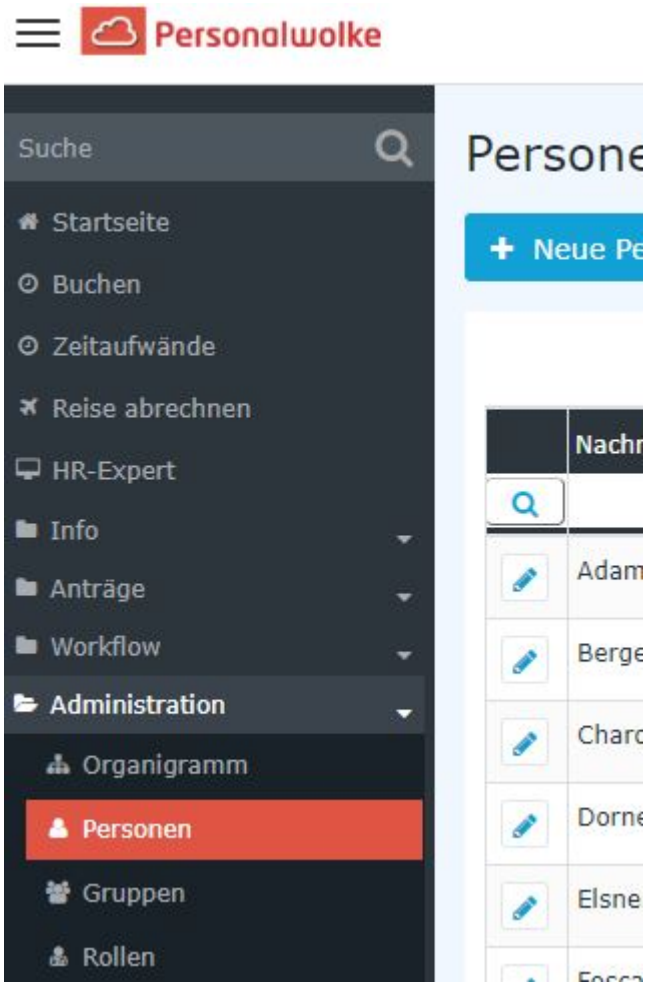
4. Resetting two-factor authentication[4]

5. Changing a password without an e-mail address[5]

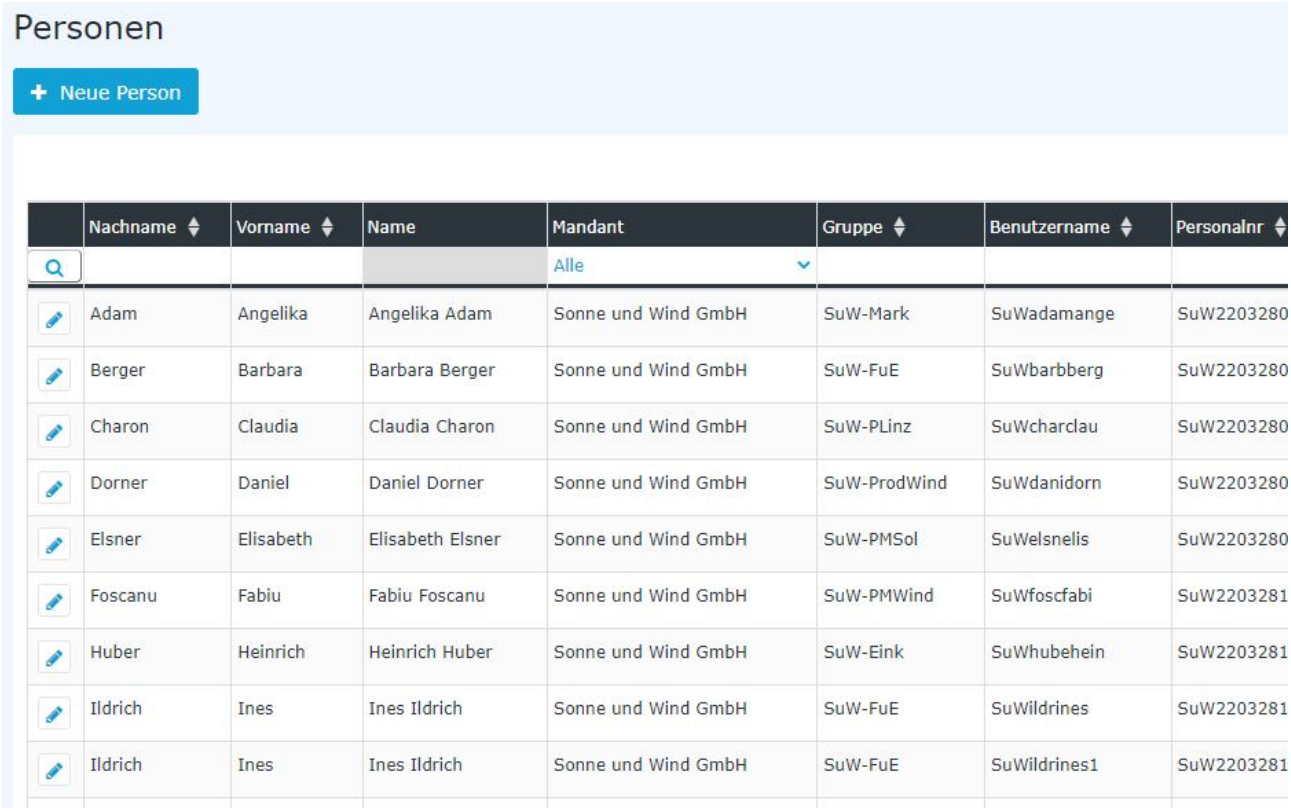
You can find information on **user-side activities** related to the password here:

- First login[6]
- Change password[7]
- Forgot password[8]
- Two-factor authentication[9]

In the menu tree under **Administration**, select the item "Persons".

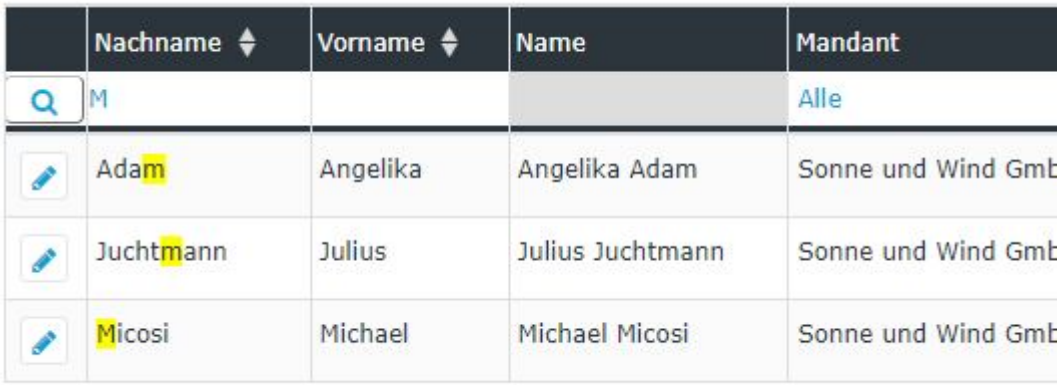


This menu item provides a list of all created persons (employees) of the client (company).



Using the input fields under **Last Name, First Name, Client, Group, Username, Employee ID, E-mail, TA-ID, Active User** and **Valid from**, the list can be restricted accordingly.

For example, by entering "M" in the Last name field, the list can be restricted to persons whose last name contains at least one "M".



To edit the desired person, simply click in the line or on the edit symbol.



.

Assigning / resetting / deleting a password

The password manager is located in the person screen (employee profile), under the "Master data" tab.

The following changes can be made here:

1. Assigning a password for the first time

Password assigned: The check mark indicates whether the password has been set. If it is empty, no password has been set for this user yet.

NOTIZ

When logging in for the **first time**, the employee must enter the following data:
Username = Username (case sensitive!)
Password = Standard password = also the username (case sensitive!)

NOTIZ

As soon as the employee has logged in with this data, the system prompts them to choose their own login data.

WARNUNG

Attention! The password chosen during this step is known only to the employee. It cannot be retrieved in the system!

WARNUNG

The first login MUST be done via the browser!
Entry via the app is not possible!

As soon as a password is entered for the first time, the check mark is set, and the date of this password initialization is recorded under "**Time of last password assignment**".

2. Resetting a password

When you **reset** the password, the **default password** is set, which the employee must change at the first login after the reset.

The user must therefore use the following data:
Username = user name (case sensitive!)
Password = default password = also the user name (case sensitive!)

Note: *It is NOT possible to display the current password. The password chosen by the user is not visible to anyone!*

3. Deleting a password

The login option via password is deleted by clearing the checkmark in the "Assign password" checkbox.

4. Resetting two-factor authentication

You can find out how two-factor authentication is activated here[10].

The button labeled "Reset two-factor authentication" allows you to reset the login data of employees who have chosen multi-factor authentication for themselves or for whom it has been mandated.

Of course, this reset is only possible if multi-factor authentication has been activated in this employee's settings.

5. Changing a password without an e-mail address

Since November 2023, admins can also change a person's password if the person does not have a (company) e-mail address on file.

To do so, click "Change password", and a window for entering a new password opens.

The employee must be informed of this password.

The next time the person tries to log in, the system will then ask them to enter a new password known only to them.

Additional information

You can find details on the other tabs in this screen under Persons[11].

1. /daisy/webdesk-manual-admin/6119-dsy.html?language=4
2. /daisy/webdesk-manual-admin/9807-dsy.html?language=4
3. /daisy/webdesk-manual-admin/7717-dsy.html?language=4
4. /daisy/webdesk-manual-admin/9802-dsy.html?language=4
5. /daisy/webdesk-manual-admin/9802-dsy.html?language=4
6. /daisy/webdesk-manual-admin/5885-dsy.html?language=4