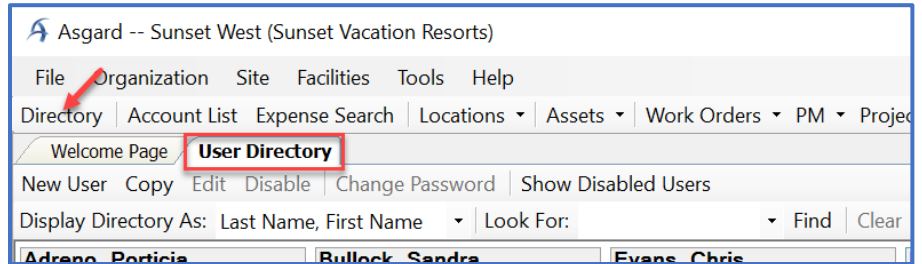


## Changing a User's Password from the Asgard Directory

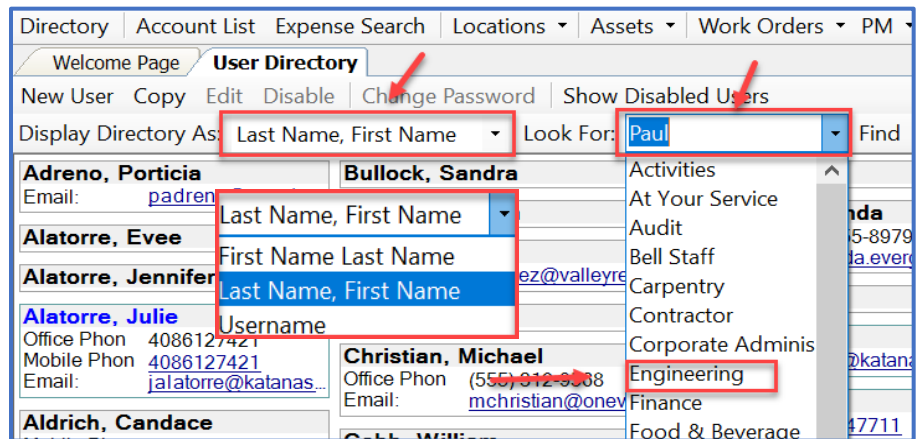
AsgardMobile 2.0 requires a login using a valid Asgard Username and Password. Since the majority of AsgardMobile users do not know their username and password you may need to provide it to them. Follow the steps below for the quickest way to change the user password.

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

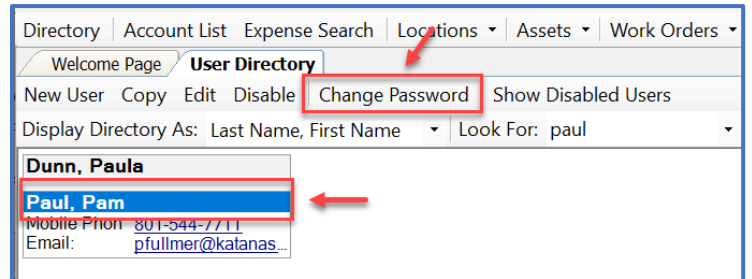


**Step 2:** Search for the user by:

- 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**.

