

Asgard Desktop Job Aide

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.

Asgard Sunset West (Sunset Vacation Resorts)					
File Organization Site Facilities Tools Help					
Directory Account List Expense Search Locations • Assets • Work Orders • PM • Project					
Welcome Page User Directory					
New User Copy Edit Disable Change Password Show Disabled Users					
Display Directory As: Last Name, First Name 🔹 Look For:	▼ Find Clear				
Adreno Porticia Bullock Sandra Evans Chris					

Step 2: Search for the user by:

- Last Name, First Name
- First Name, Last Name
- Username
- Department

Directory Account List Expense Search Locations • Assets • Work Orders • PM •						PM 🕇		
Welcome Page User Directory								
New User Copy Edit Disable Change Password Show Disabled Users								
Display Directory As	Last Name	e, First Name 🔹	Look For:	Paul	•	Find		
Adreno, Porticia		Bullock, Sand	ra	Activities	^			
	Last Name,	, First Name	-	At Your Service Audit		da		
		Last Name		Bell Staff		5-8979 a.ever(
Alatorre, Jennifer	Last Name,	First Name	ez@valleyr	Carpentry	F			
Alatorre, Julie	Username			Contractor				
Office Phon 4086127421 Mobile Phon 4086127421 Email: jalatorre@katanas		Christian, Michael		Corporate Adminis	5	katan		
			5) 912-90 8	Engineering	Ê			
		Email: <u>mchristian@one</u>		Finance				
Aldrich, Candace		O-LL W/:0:		Food & Beverage	4	7711		

Step 3: Highlight the user's name. *Don't double click!* Once highlighted click **Change Password**.

	nse Search Locations • Assets • Work Orders •
Welcome Page User Directo	ory 🦰 🧖
New User Copy Edit Disable	e Change Password Show Disabled Users
Display Directory As: Last Name	e, First Name 🔻 Look For: paul 👻
Dunn, Paula	
Paul, Pam	
Mobile Prion 801-544-7711 Email: pfullmer@katanas	

Step 4: Enter **New Password** and then **Confirm Password**. Click **OK**.

Set Password		×
New Password:	*****	
Confirm Password:	*****	
	OK Cancel	