Working with the aACE Default Password

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This guide provides information about working with the aACE default password. It is intended for system administrators.

Each aACE implementation stores a unique default password in the aACE <u>System</u> <u>Preferences (https://aace6.knowledgeowl.com/help/overview-of-database-preferences)</u> module. This password is automatically assigned to all new team members. When you reset a user's password, aACE reverts to this password.

Customizing the Default Password

System administrators can update the default password.

- 1. Navigate from Main Menu > System Admin > System Preferences.
- 2. At the **Database** tab, click **Edit**.
- 3. In the Database Management section, click the **Default Password** field to display the current password.

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4. Enter a new default password, then click Save.

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