Application Password Reset

How to Reset User Passwords
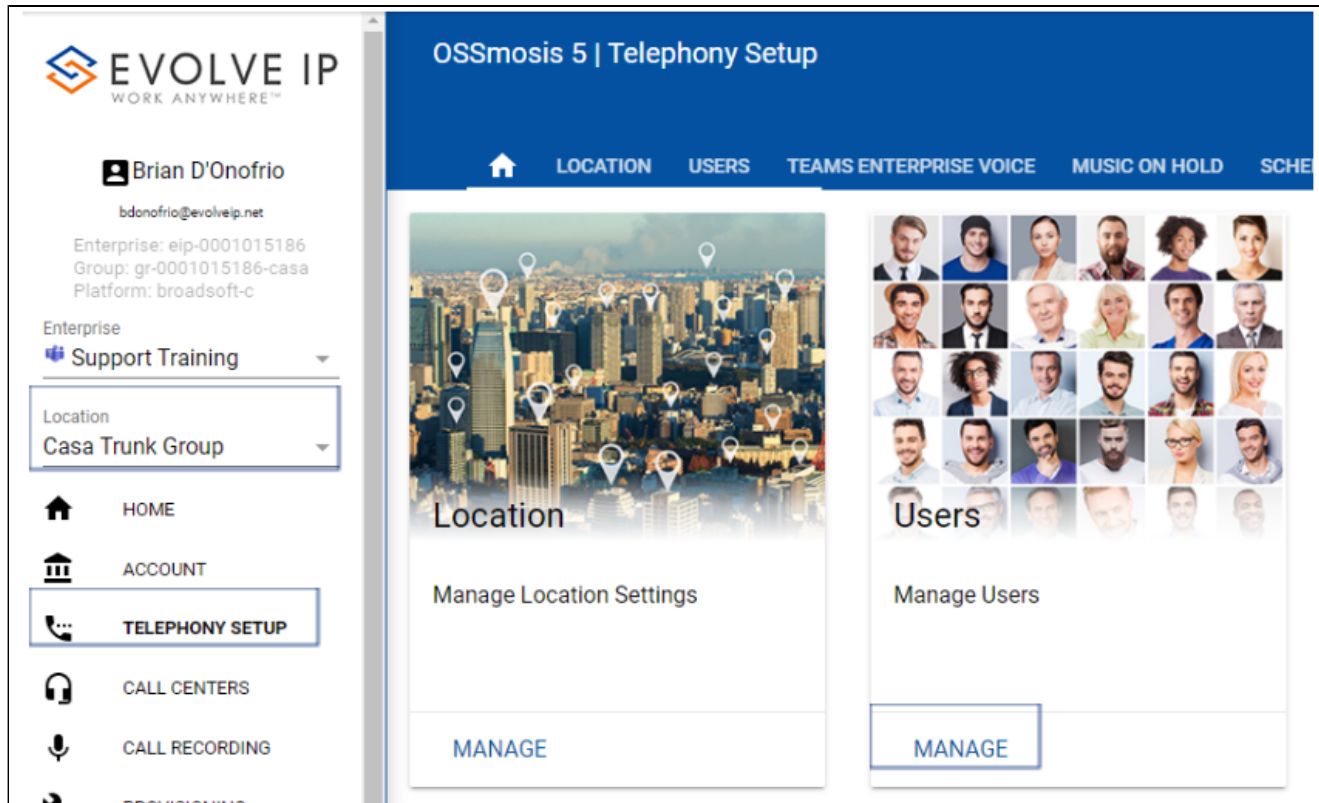
Password resets are an administrative function performed by your OSSmosis admins in the OSSmosis portal per user.

How to Reset a User Passwords

- **Login** to OSSmosis.
- Select the **Location** from the drop-down you wish to reset passwords.
- Click the **Telephony Setup**.
- Select **Manage Users**.

Navigate to the **Telephony Setup** > **Users** menu in *OSSmosis 5*. Under **Telephony Setup** select **Manage Users**.

- Click **Manage**.

Locate the user by scrolling or searching at the top by name, phone number, or extension.

Once the user is highlighted, select **Reset Password.**

You can type in a **single password**

Please Note: This option should only be used to confirm access once the temporary password has been provided. Passwords should be reset to a unique identifier.

Password Rules
Application

- Cannot be the old (last) password
- Must be at least 8 characters long

- Can include the following characters 0-9, A-Z, a-z, /#@-|_~!.^&*
- Must not be longer than 40 characters
- May not repeat any character more than 2 times in a row

- May not contain a sequence of characters more than 2 long
- Must contain at least 1 capital letter, 1 number, 1 special character and 1 lower case letter

Enter the password of choice and select **Save.**