



# How to change a user password

*Last updated - Feb 11, 2022 at 3:00PM*

Web:	<a href="https://timedock.com">https://timedock.com</a>
Email:	<a href="mailto:info@timedock.com">info@timedock.com</a>
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

## Admin users

If you're an *Admin User*, login to your TimeDock Web Dashboard.

If the user you want to change the password for is also an *Admin User*, navigate to *Setup > Admin Users*, and click the *Edit* button next to the user. If the user you want to change the password for is a *Mobile/Device User*, navigate to *Setup > Devices* and click on the user tile.

Enter a new password in the *Password* text box and then click the *Save* button.

**Note:** If you've forgotten your own password and can't login, [reset your password](#) by clicking the *Forgot password?* link under the TimeDock [login](#) box.

## Device/Mobile users

*Mobile users* don't have access to the web dashboard, but they can reset their password by clicking the *Forgot password?* link under the TimeDock login box and following the instructions.

## See also

- [Adding users and devices](#)