# Setting a New Password for a User

This guide provides a straightforward process for an Admin user to set a new password for a user in the CRM system, ensuring security and access management.

By following the clear steps outlined, users can efficiently update passwords, enhancing their account protection.

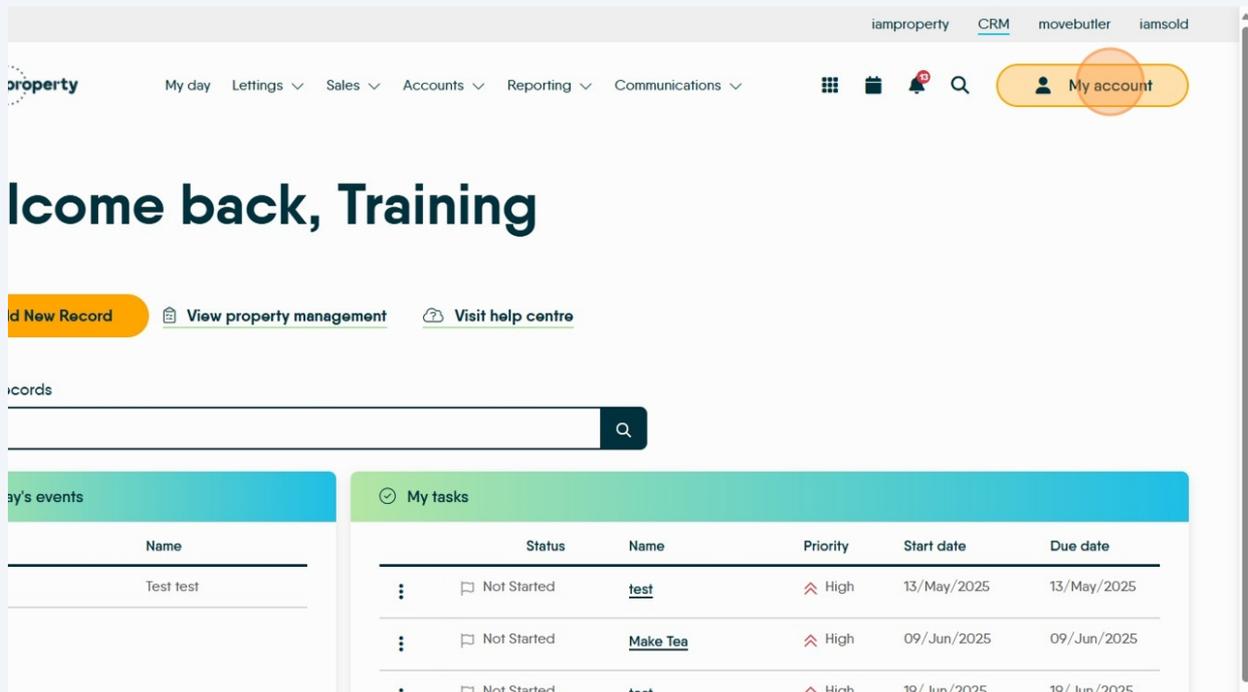⚠️  Alert! To use this process you will need access to Control Centre.

**1**   Navigate to **https://crm.iamproperty.com/MyDay**

**2** Click "My account"



**3** Click "Control centre"

If you cannot see Control Centre, or once accessed you do not see the Users menu, speak to your companies CRM administrator to have this feature enabled.
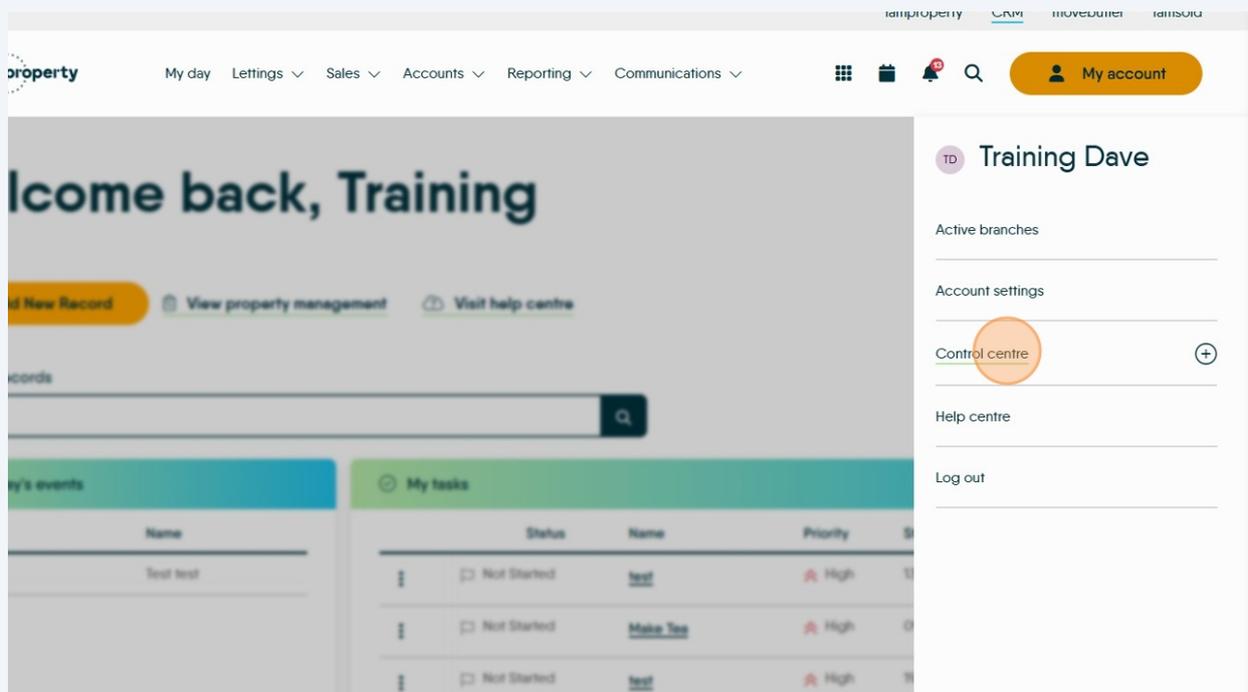
**4** Click "Control centre"



**5** Click "Users"

**6**   Click "Employees"

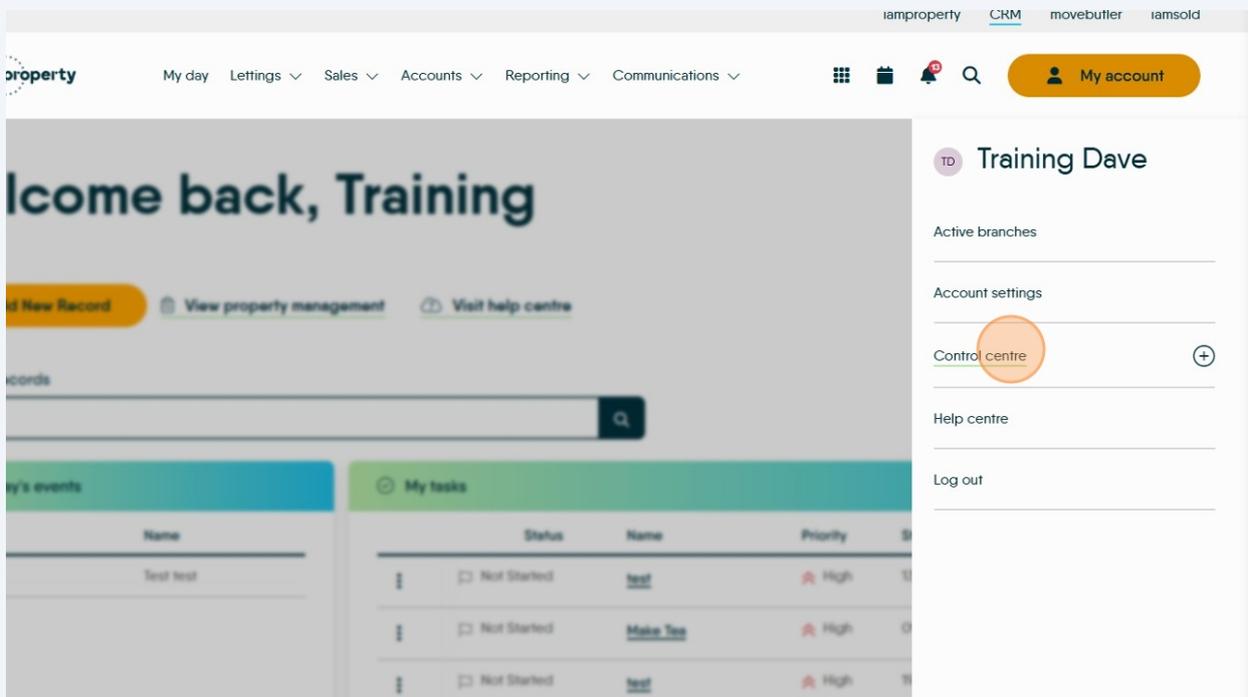| | | Name | Email | Username |
|---|---|---|---|---|
| ⋮ | ☑ | VTUK USER | ClientTraining@vtuk.com | VTUKUSER292 |
| ⋮ | ☐ | Ian Henry | ian.henry@iamproperty.com | HenryI |
| ⋮ | ☐ | David-George Morgan | DGL.david.morgan@vtuk.com | daveglmorgan |
| ⋮ | ☐ | Toppsy Turvey | steve.turvey@vtuk.com | sturvey |
| ⋮ | ☐ | Training Dave | david.morgan@iamproperty.com | Davidmorgan |
| ⋮ | ☐ | Christian Bale | cbtest@vtuk.com | ChristianBale |
| ⋮ | ☐ | Natalie Portman | nttest@vtuk.com | NataliePortman |
| ⋮ | ☐ | Dan Carter | DC1@hotmail.co.uk | D Carter |
| ⋮ | ☐ | Owen Farrell | OF12@hotmail.co.uk | O Farrell |
| ⋮ | ☐ | Weekender One | Weekenderone@vtuk.com | Weekender one |

Add New User   Register Portal Users   Search

Clear filters
Branch — All
Filter Status — All (excluding Archived)

Contractors
Employees
Landlords
Lettings Applicants
Sales Applicants
Tenants
Vendors

Modules: Accounts, Client Portals, Control Centre, E-Sign, Inspections, LetZone, Lettings, Reporting Dashboard, Sales, SalesAutomation, Property Management

Roles: Administrator, Negotiator, Property Manager

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**7**   Click here to see the menu.

iam property   My day   Lettings   Sales   Accounts   Reporting   Communications   My acc

Control Centre  >  Users

| | | Name | Email | Username |
|---|---|---|---|---|
| ⋮ | ☐ | VTUK USER | ClientTraining@vtuk.com | VTUKUSER292 |
| ⋮ | ☐ | Ian Henry | ian.henry@iamproperty.com | HenryI |
| ⋮ | ☐ | David-George Morgan | DGL.david.morgan@vtuk.com | daveglmorgan |
| ⋮ | ☐ | Toppsy Turvey | steve.turvey@vtuk.com | sturvey |
| ⋮ | ☐ | Training Dave | david.morgan@iamproperty.com | Davidmorgan |
| ⋮ | ☐ | Christian Bale | cbtest@vtuk.com | ChristianBale |
| ⋮ | ☐ | Natalie Portman | nttest@vtuk.com | NataliePortman |
| ⋮ | ☐ | Dan Carter | DC1@hotmail.co.uk | D Carter |
| ⋮ | ☐ | Owen Farrell | OF12@hotmail.co.uk | O Farrell |
| ⋮ | ☐ | Weekender One | Weekenderone@vtuk.com | Weekender one |

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Roles: Administrator

**8** Click "Set Password"



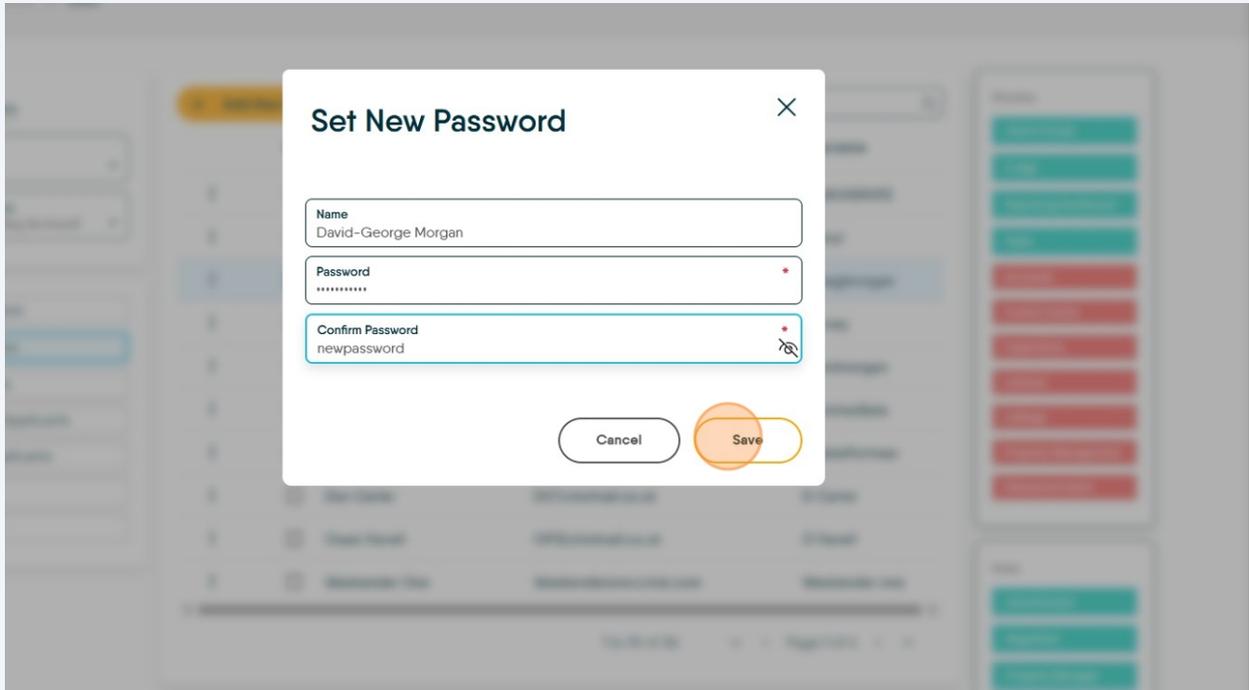**9** Click the "Password" field. Enter the new password.

**10** Click the "Confirm Password" field. Confirm the new password
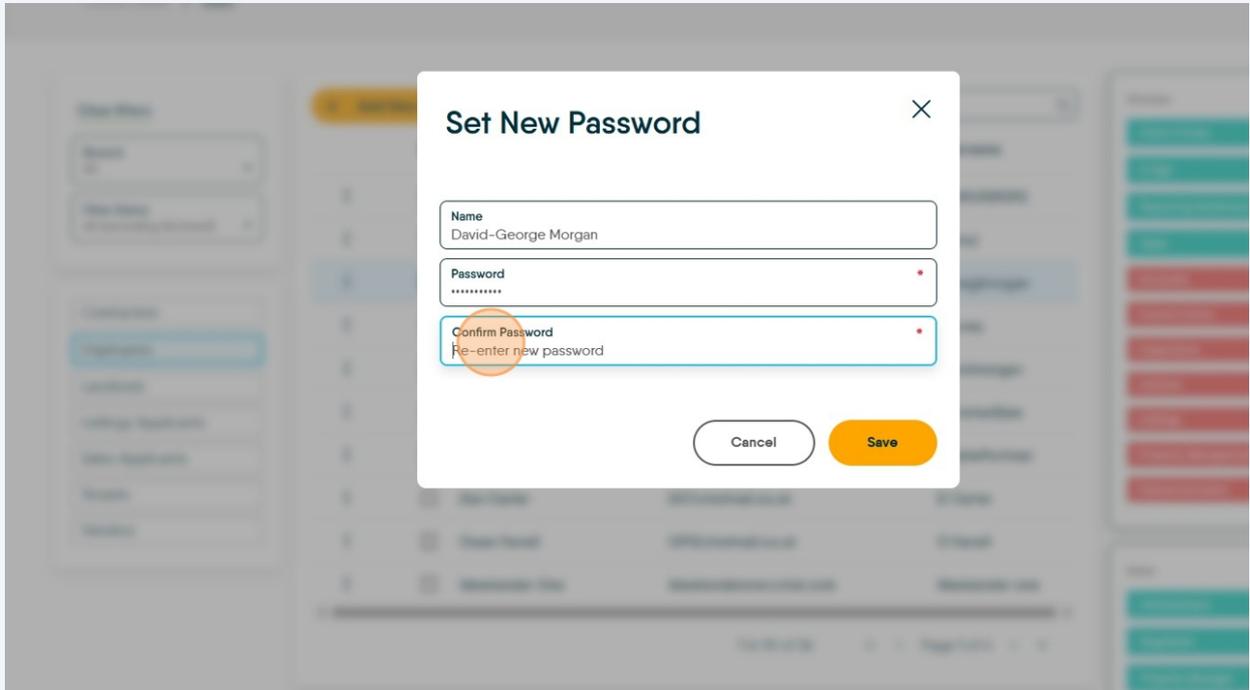


**11** Click there to view the password as typed.
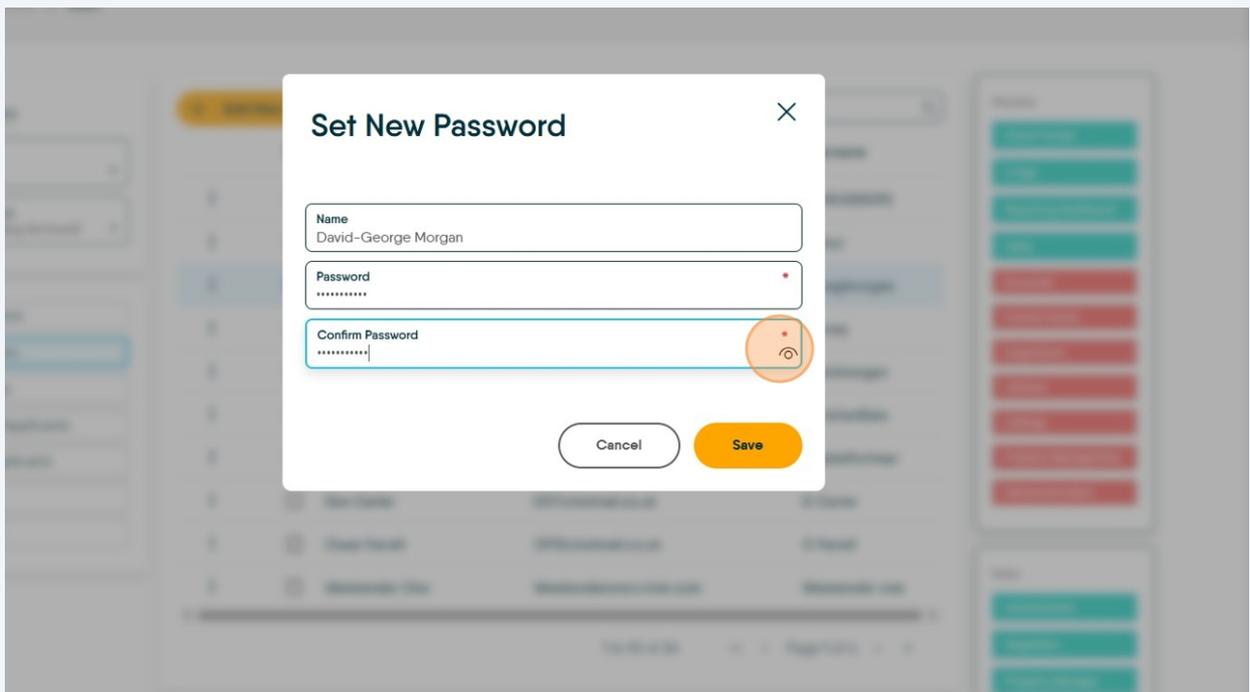
**12** Click "Save"



**13** This will change the user password, however it will not notify the user the password has been changed or what the new password is.