

Reset the password of a Vaultastic account

Overview

A Vault ID with a Sr Admin role is allowed to reset the access password of any other Vault ID using the Admin Panel.

Steps to reset the password

1. **Log in** (<https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel>) to the Vaultastic application using the senior admin role and navigate to the Admin Panel
 2. In the left pane, click on the **domain name** and select **Vaults**. The middle pane will show the list of existing vaults in the domain.
 3. Click on the **vault summary** in the middle pane.
 4. In the right pane, expand the **Authentication** section
 5. **Enter the new password as per the complexity configured for your domain** (<https://vaultastic.mithi.com/docs/admin-guide/securing-your-vaultastic-domain/setup-password-policies>).
 6. Click on **Save** in the bottom right corner.
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