

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) (<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) (<https://vaultastic.mithi.com/docs/admin-guide/securing-your-vaultastic-domain/setup-password-policies>).
 6. Click on Save in the bottom right corner.
-