

## How to change password of default login id (HAdmin) in HDSchool?

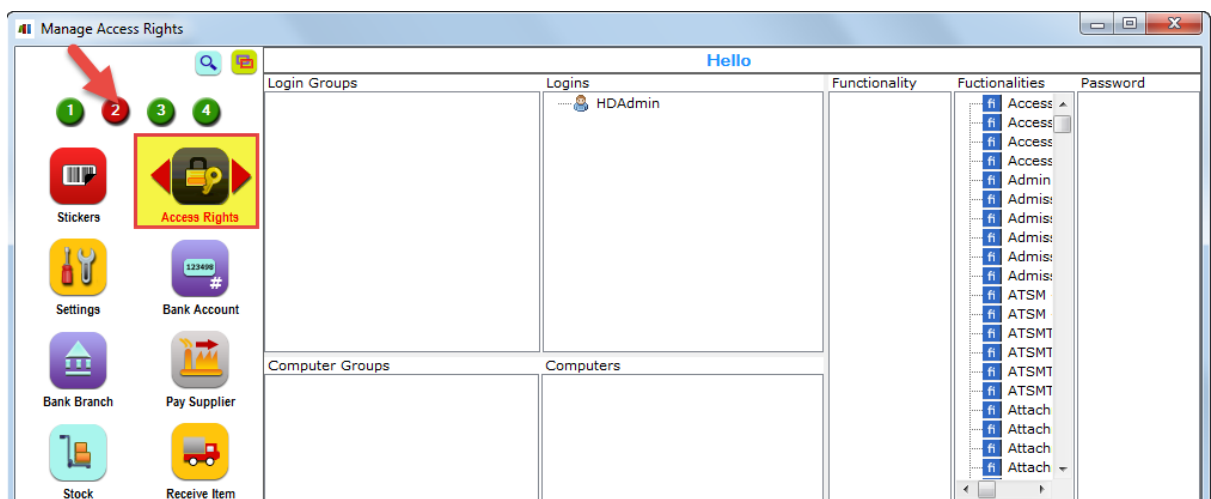
When first installed, HDSchool only has one user name, 'HAdmin'. The default password is '@HAdmin'. You may create new users and also change the default password for the HAdmin username. To change password of default login id, follow the steps below.

**Note:** You cannot change the user id HAdmin.

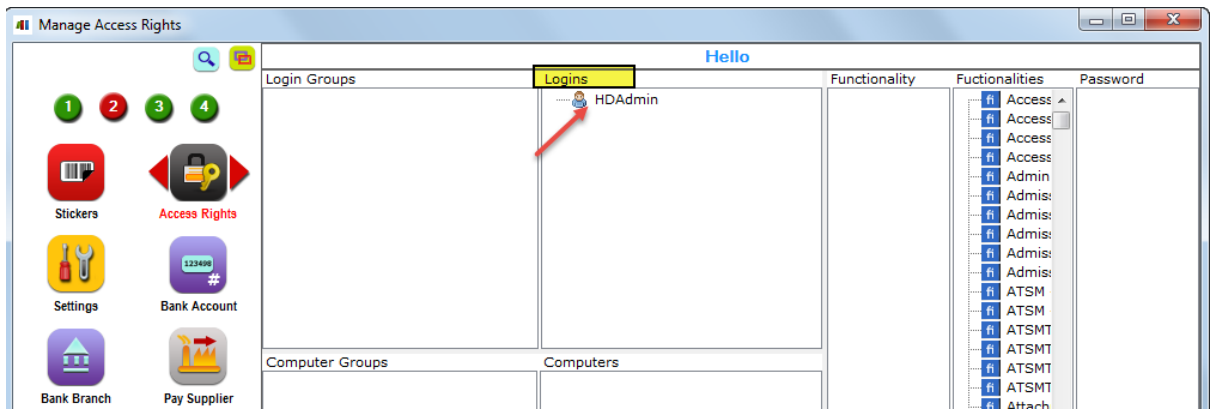
1. Run HDSchool & login with the default username and password (HAdmin, @HAdmin)



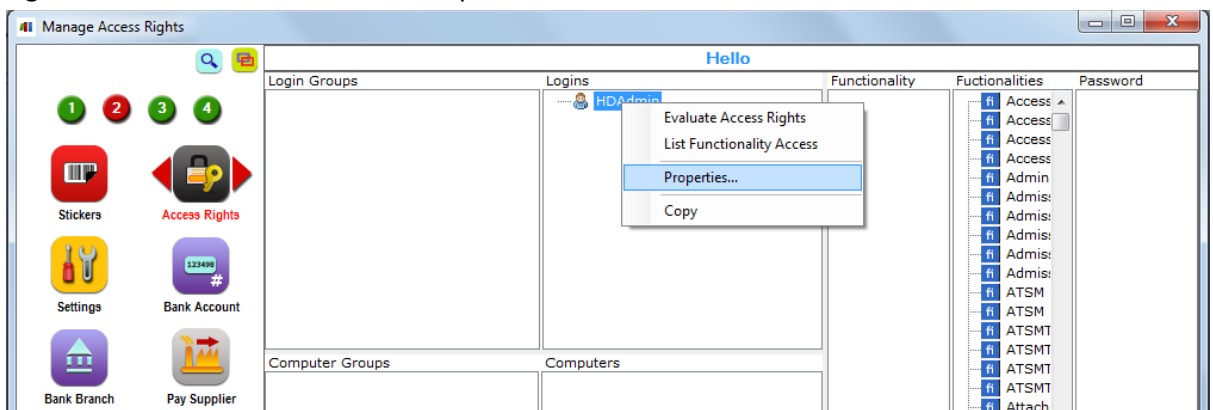
2. From the 2<sup>nd</sup> page, click on Access Rights option.



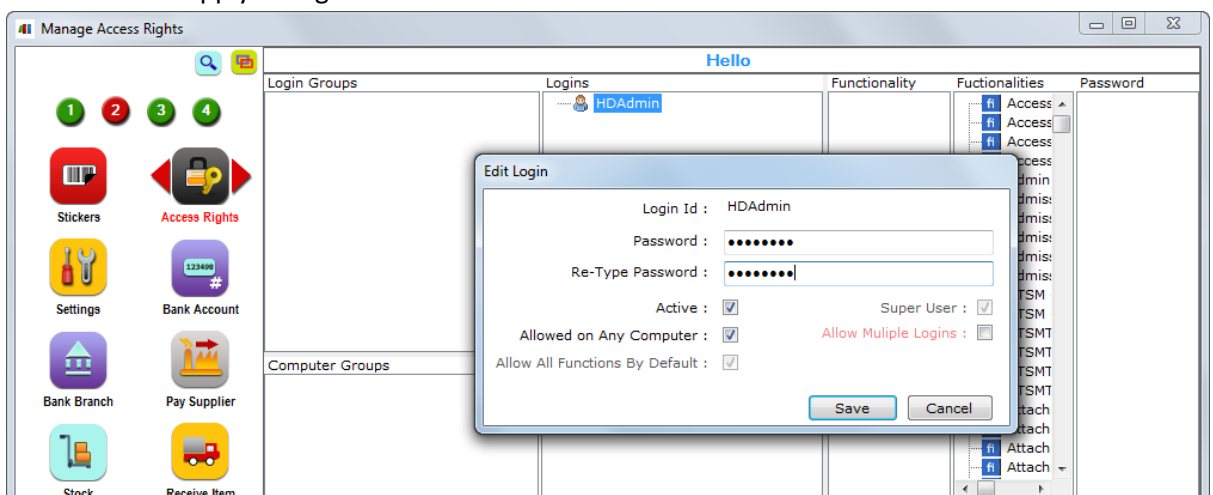
- In Manage Access Rights screen, under **Logins** sections, you will see all logins created along with HAdmin.



- Right click on **HAdmin** and select Properties button.



- This will bring up the **Edit login** screen where you can change your password and click on **Save** button to apply changes



- You can now close the application and re-login with the updated password.