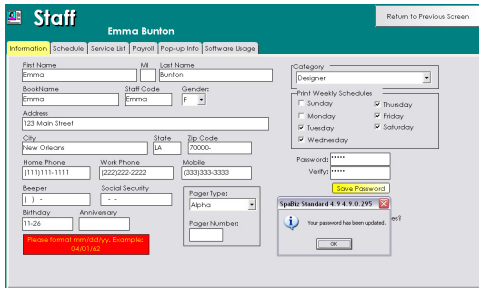


# change a password

Follow these steps to change a password.

## Changing a Password

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Staff & Book button.
3. In the Table to Edit box, highlight by clicking once on Staff.
4. Select a staff member from the staff list.
5. Click the Edit button.
6. Click on the Information tab.
7. Type in a new password in the Password field.
8. Re-type the password in the Verify field.
9. Click the Save Password button.
10. A message will alert you, "Your password has been updated."
11. Click the OK button.
12. Click the Return to Previous Screen button.



The screenshot shows the 'Staff' management interface for Emma Bunton. The 'Information' tab is active, displaying various fields for personal and contact information. The 'Password' field is highlighted, and a 'Save Password' button is visible. A message at the bottom of the form reads: 'Your password has been updated.' with an 'OK' button next to it. The interface includes tabs for 'Information', 'Schedule', 'Service List', 'Payroll', 'Pop-up Info', and 'Software Usage'. A 'Return to Previous Screen' button is located in the top right corner.

