

Take your business to the next level

MYOB Advanced – Changing/ Retrieving your Password **Overview** You can change a password in MYOB Advanced 3 ways. In the user profile screen • Clicking the Forgot your credential? Link • Asking a full user to reset the password • **User Profile Screen** 1. Click your username at the right top corner and select MY PROFILE ٩, 0 \odot Company-CZ > " 18 0 2 Zhang, Charty 124 104.83K 14.14M 0 2. In the User Profile screen, select CHANGE PASSWORD User Profile 😭 View Connected Applications General Info Email Settings Custom Locale Format External Identities Notification Group Active Notifications Printing Settings User Settings * Login: First Name: Charcy ž Last Name: Phone: CHANGE EMAIL * Email: * Password: CHANGE PASSWORD Password Recovery Question: Comment Personal Settings * RESET TO DEFAULT TIME ZONE Time Zone: Default Branch 0 0 Default Scanner: Default Scales: 0 Home Page: 0 Turn Off Autocomplete

The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.



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Forgot your credentials link

- 1. On the login page, click Forgot your credentials? Link
- 2. In the Credentials recovery window, enter your username and click Submit.
- 3. Check your email and follow the instruction on it.

Asking a Full user to reset your password

Any user with a Full User Licence has permission to reset passwords for other users.

- 1. Log in to MYOB Advanced as a Full user.
- 2. Go to the User Form (AM201020) and select the user you want to reset the password for.
- 3. Select RESET PASSWORD and complete the New Password and Confirm Password fields and click OK.

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We suggest tick the **Force User to Change Password on Next Login** option for security reasons. This will enable that user to set their own password when they log in next time.

Active		
Licensed		
✓ Allow Password Recovery		
✓ Allow Password Changes ✓ Password Never Expires		

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