

**Author:** Joel Kristenson

**Last Updated:** 2015-09-18

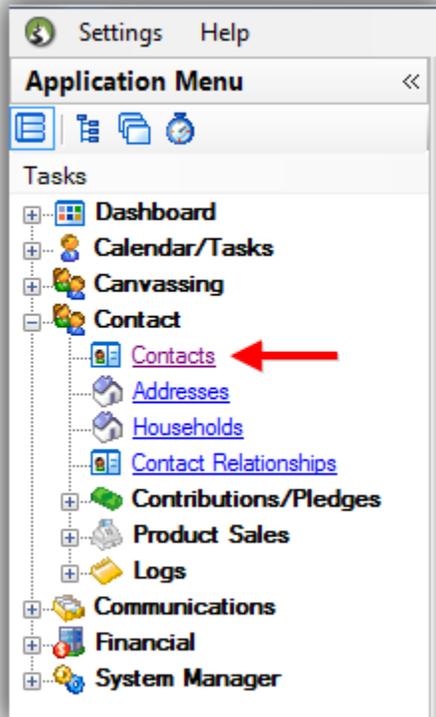
## Overview

The user credentials that get generated by Trail Blazer when you first setup your initial database admins is usually pretty cryptic. If you would like to change your username and/or password this article will walk you through the steps.

 **Tip:** If you don't have the [security clearance](#) necessary to change your own credentials, you can always request it from one of your database administrators.

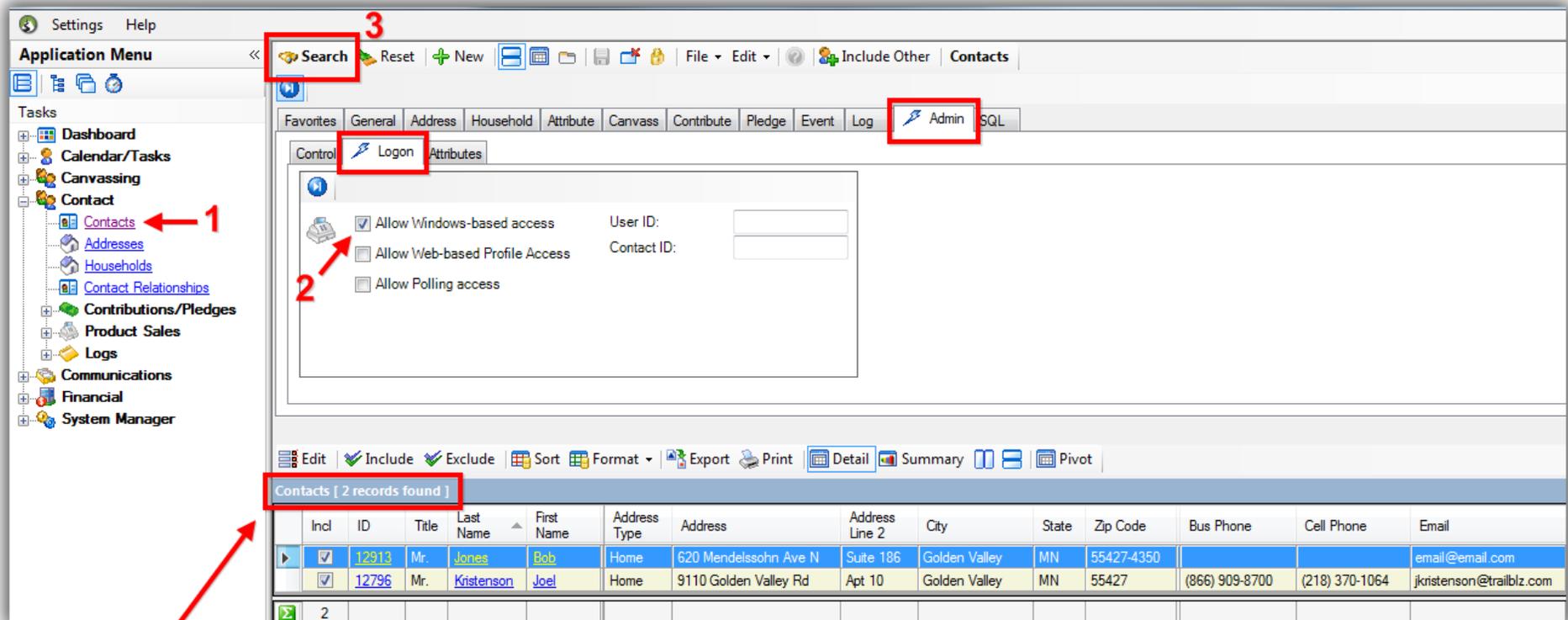
## Steps

First navigate to your Contacts (*Voters/Donors*) list.



Click on **Admin > Logon**, check 'Allow Windows Based Access', and click [Search]. *My example query is below which returned 2 database user records.*

## How to find your current list of database users.

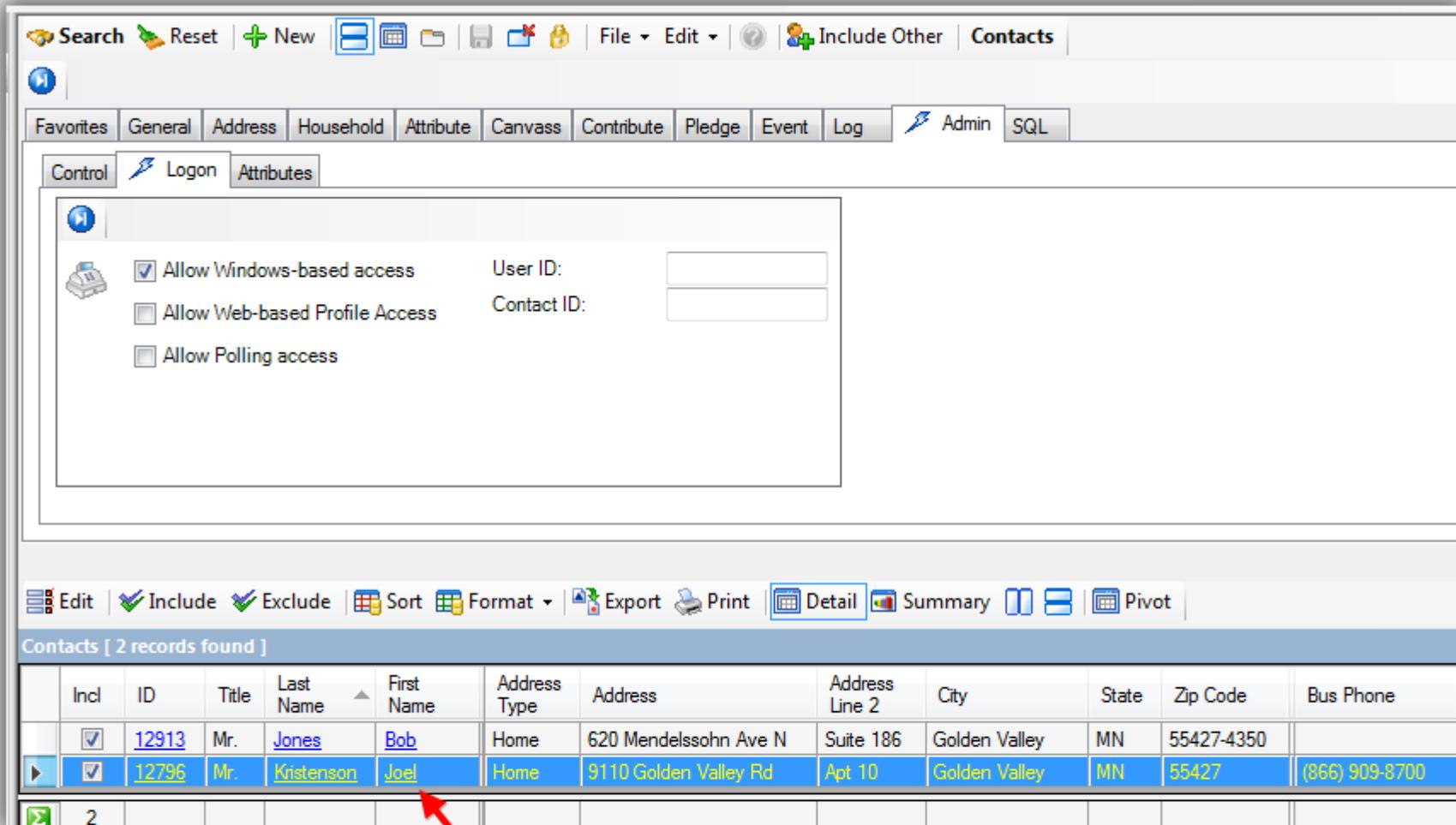


The screenshot shows the TrailBlazer application interface. On the left is a navigation tree with categories like Dashboard, Calendar/Tasks, Canvassing, Contact, Contributions/Pledges, Product Sales, Logs, Communications, Financial, and System Manager. The 'Contact' category is expanded, and the 'Contacts' link is highlighted with a red arrow and the number 1. The main window displays the 'Logon' control panel, which includes checkboxes for 'Allow Windows-based access', 'Allow Web-based Profile Access', and 'Allow Polling access'. The 'Logon' control panel is highlighted with a red box and the number 2. Above the control panel, the 'Admin' button is highlighted with a red box and the number 3. At the top of the application, the 'Search' button is highlighted with a red box and the number 3. Below the control panel, a table of database users is displayed. The table header is 'Contacts [ 2 records found ]', which is highlighted with a red box. The table contains two records:

Incl	ID	Title	Last Name	First Name	Address Type	Address	Address Line 2	City	State	Zip Code	Bus Phone	Cell Phone	Email
<input checked="" type="checkbox"/>	<a href="#">12913</a>	Mr.	<a href="#">Jones</a>	<a href="#">Bob</a>	Home	620 Mendelssohn Ave N	Suite 186	Golden Valley	MN	55427-4350			email@email.com
<input checked="" type="checkbox"/>	<a href="#">12796</a>	Mr.	<a href="#">Kristenson</a>	<a href="#">Joel</a>	Home	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	(866) 909-8700	(218) 370-1064	jkristenson@trailblz.com

## Total record count for all users in the database.

Open your own contact record by clicking on any of the underlined [blue](#) hyperlinks, or open your other database user's record if you're modifying their credentials. *In this example I opened my own record (Joel Kristenson).*

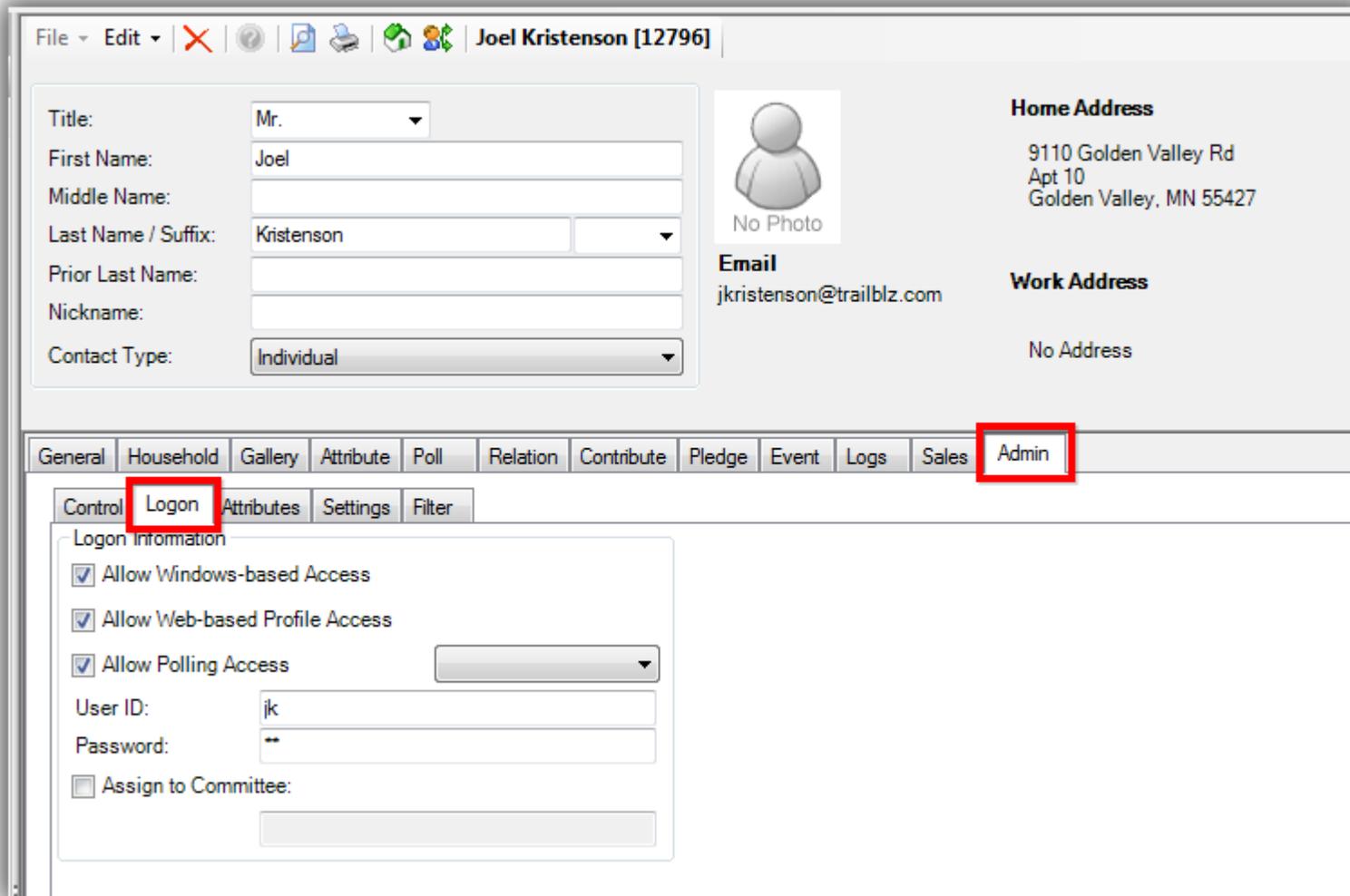


The screenshot shows the TrailBlazer software interface. At the top, there is a search bar and navigation tabs including 'Search', 'Reset', 'New', 'File', 'Edit', 'Include Other', and 'Contacts'. Below this is a secondary set of tabs: 'Favorites', 'General', 'Address', 'Household', 'Attribute', 'Canvass', 'Contribute', 'Pledge', 'Event', 'Log', 'Admin', and 'SQL'. The 'Admin' tab is selected, and within it, the 'Logon' sub-tab is active. This sub-tab contains three checkboxes: 'Allow Windows-based access' (checked), 'Allow Web-based Profile Access' (unchecked), and 'Allow Polling access' (unchecked). To the right of these checkboxes are two input fields labeled 'User ID:' and 'Contact ID:'. Below the admin controls is a toolbar with options like 'Edit', 'Include', 'Exclude', 'Sort', 'Format', 'Export', 'Print', 'Detail', 'Summary', and 'Pivot'. A table titled 'Contacts [ 2 records found ]' is displayed below the toolbar. The table has columns for 'Incl', 'ID', 'Title', 'Last Name', 'First Name', 'Address Type', 'Address', 'Address Line 2', 'City', 'State', 'Zip Code', and 'Bus Phone'. Two records are listed: one for 'Bob Jones' and one for 'Joel Kristenson'. A red arrow points to the 'Joel Kristenson' record.

Incl	ID	Title	Last Name	First Name	Address Type	Address	Address Line 2	City	State	Zip Code	Bus Phone
<input checked="" type="checkbox"/>	12913	Mr.	Jones	Bob	Home	620 Mendelssohn Ave N	Suite 186	Golden Valley	MN	55427-4350	
<input checked="" type="checkbox"/>	12796	Mr.	Kristenson	Joel	Home	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	(866) 909-8700

**Open the contact record you want to change credentials for.**

Navigate to the **Admin > Logon** tab.



File Edit [X] [?] [Print] [Refresh] [Home] [Logout] | Joel Kristenson [12796]

**Title:** Mr. [v]  
**First Name:** Joel  
**Middle Name:**  
**Last Name / Suffix:** Kristenson [v]  
**Prior Last Name:**  
**Nickname:**  
**Contact Type:** Individual [v]

**Home Address**  
9110 Golden Valley Rd  
Apt 10  
Golden Valley, MN 55427

**Email**  
jkristenson@trailblz.com

**Work Address**  
No Address

General Household Gallery Attribute Poll Relation Contribute Pledge Event Logs Sales **Admin**

Control **Logon** Attributes Settings Filter

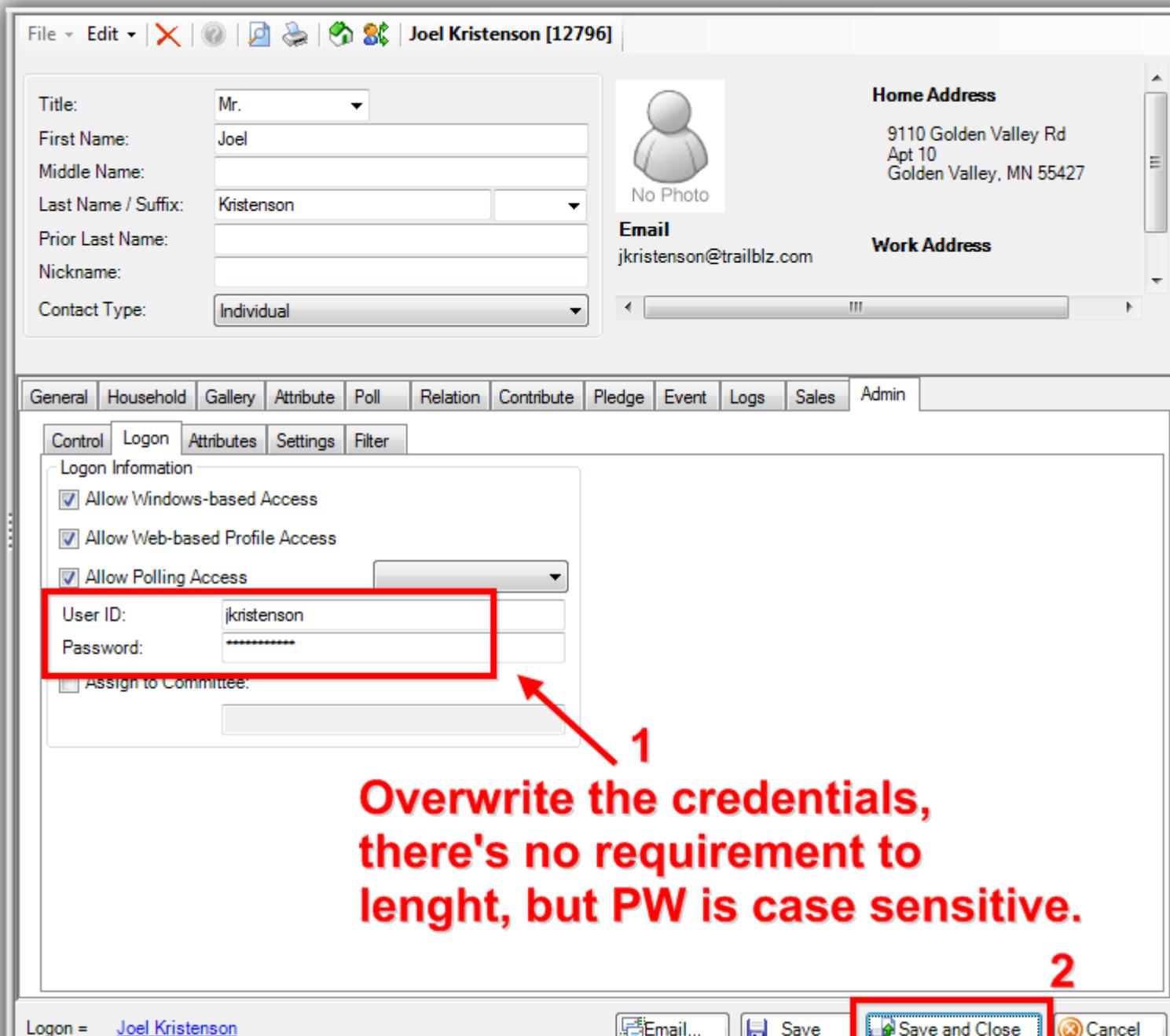
**Logon Information**

- Allow Windows-based Access
- Allow Web-based Profile Access
- Allow Polling Access [v]

**User ID:** jkc  
**Password:** \*\*

Assign to Committee:

Overwrite the credentials with your new ones, and then click **[Save and Close]**.



File Edit X [Icons] Joel Kristenson [12796]

Title: Mr. First Name: Joel Middle Name: Last Name / Suffix: Kristenson Prior Last Name: Nickname: Contact Type: Individual

**Home Address**  
9110 Golden Valley Rd  
Apt 10  
Golden Valley, MN 55427

**Work Address**

**Email**  
jkristenson@trailblz.com

General Household Gallery Attribute Poll Relation Contribute Pledge Event Logs Sales Admin

Control Logon Attributes Settings Filter

Logon Information

Allow Windows-based Access  
 Allow Web-based Profile Access  
 Allow Polling Access

User ID: jkrystenson  
Password: \*\*\*\*\*

Assign to Committee.

Logon = Joel Kristenson [Email...] [Save] [Save and Close] [Cancel]

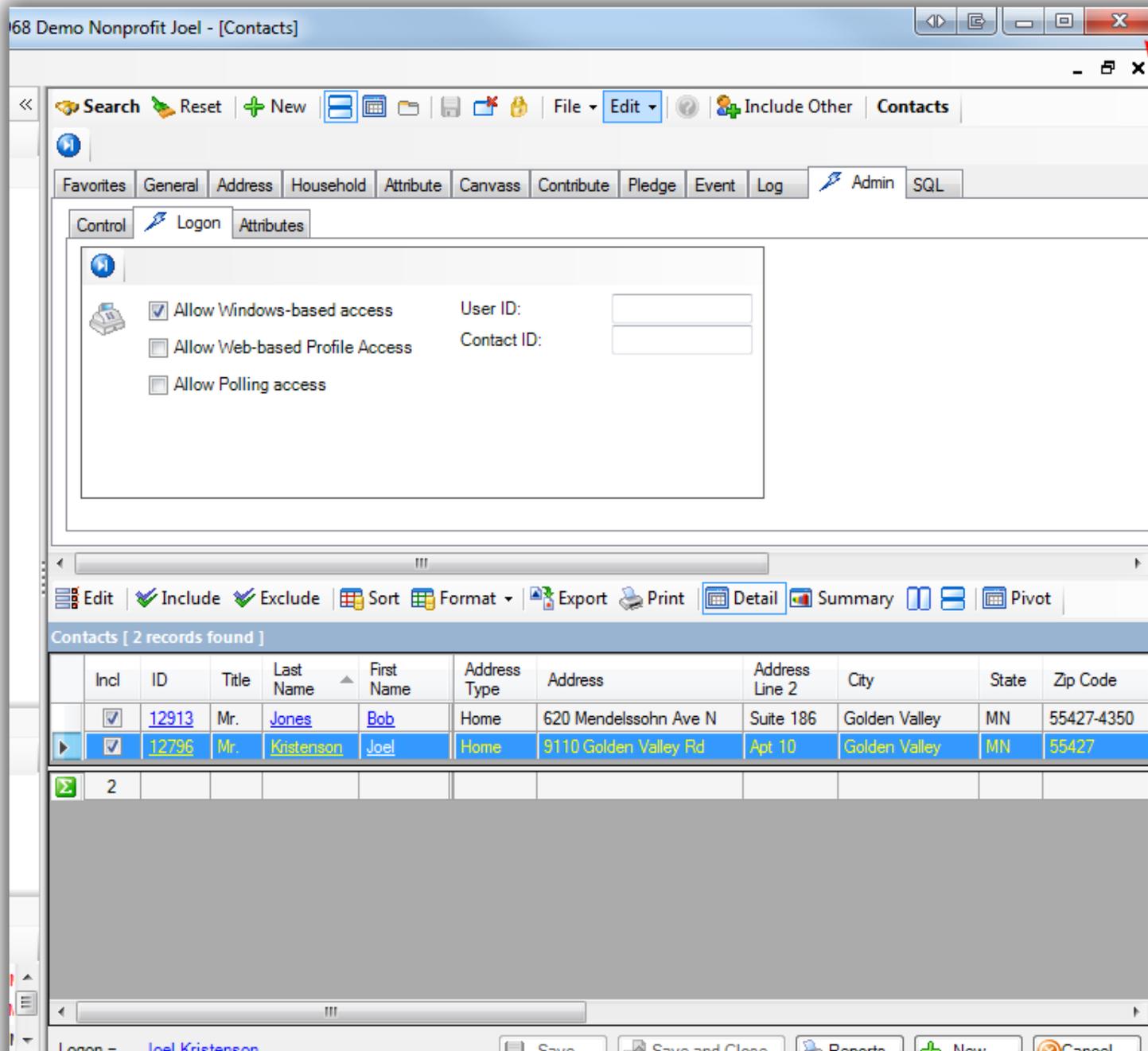
**1**

**Overwrite the credentials, there's no requirement to length, but PW is case sensitive.**

**2**

Once that's complete you'll need to close down **Trail Blazer** by clicking the red **[X]** in the upper-right.

# How to Change your Username, and Password Credentials



68 Demo Nonprofit Joel - [Contacts]

Search Reset + New [Icons] File Edit Include Other Contacts

Favorites General Address Household Attribute Canvass Contribute Pledge Event Log Admin SQL

Control Logon Attributes

Allow Windows-based access User ID:   
 Allow Web-based Profile Access Contact ID:   
 Allow Polling access

Edit Include Exclude Sort Format Export Print Detail Summary Pivot

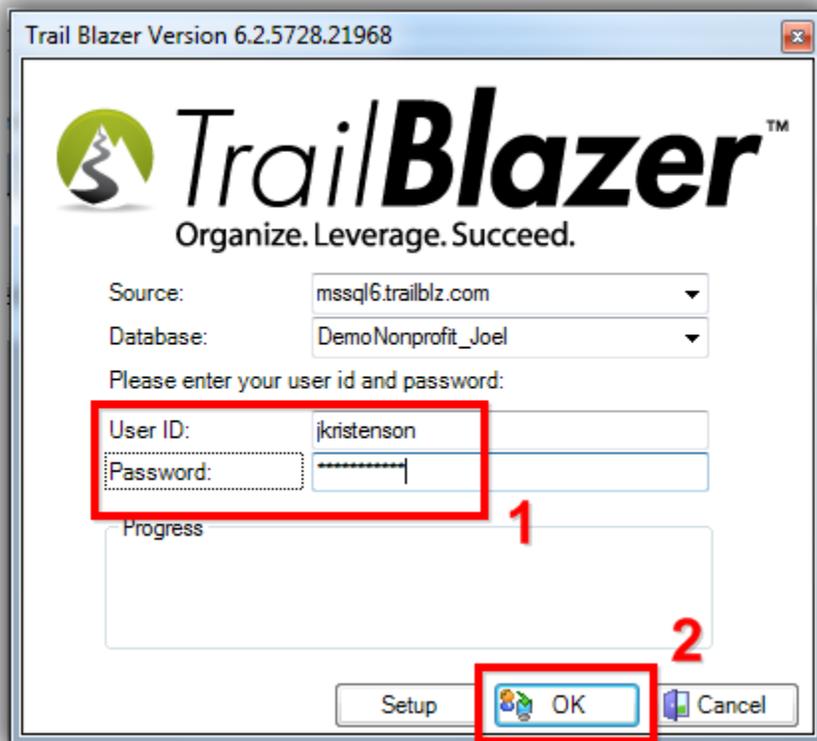
Contacts [ 2 records found ]

Incl	ID	Title	Last Name	First Name	Address Type	Address	Address Line 2	City	State	Zip Code
<input checked="" type="checkbox"/>	12913	Mr.	Jones	Bob	Home	620 Mendelssohn Ave N	Suite 186	Golden Valley	MN	55427-4350
<input checked="" type="checkbox"/>	12796	Mr.	Kristenson	Joel	Home	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427

Logon - Joel Kristenson Save Save and Close Reports + New Cancel

**Close the program.**

Log back in with your new credentials.



That completes the steps, the **related resources** below link to a variety of other 'user security' articles that may be of interest to you.



## Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

## Related Resources

**Article:** [Adding a Database User and Setting Security Settings](#)

**Article:** [Revoke a User's Access to your Database](#)

**Article:** [User Security – Best Practices](#)

**Article:** [Filter Database Access for Different Users by things like Address, a Saved Search Query, and a Specific Attribute Item](#)

## Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

✉ **Email:** [support@trailblz.com](mailto:support@trailblz.com)

f **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

t **Twitter:** <https://twitter.com/trailblazersoft>

*\* As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

*[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.*

*\* After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

*\* This service is included in your contract.*