How to Change your Username, and Password Credentials

Author: Joel Kristenson
Last Updated: 2015-09-18

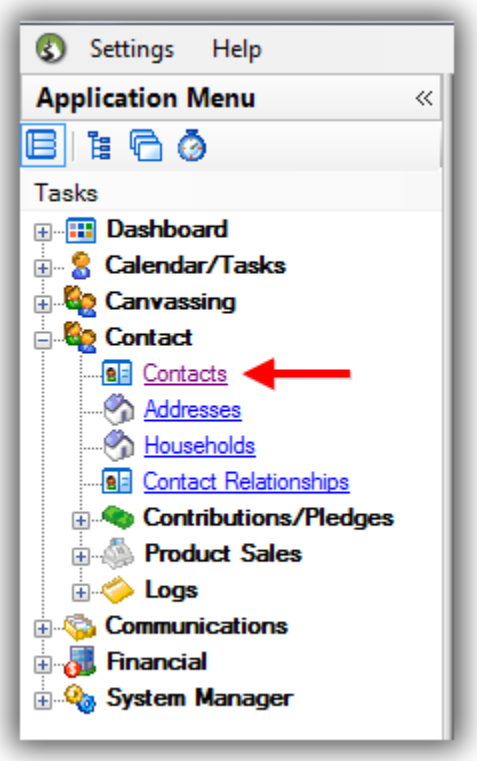
Overview

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.

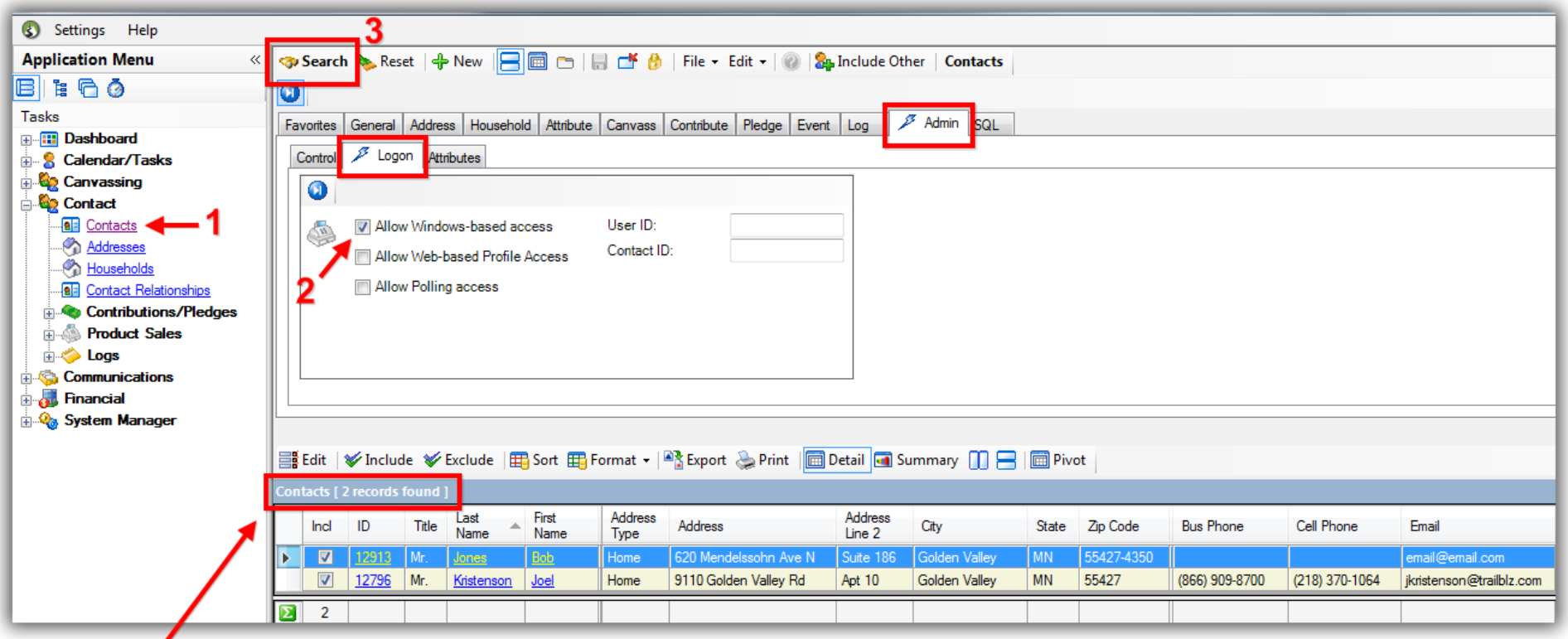
Steps

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.



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).*

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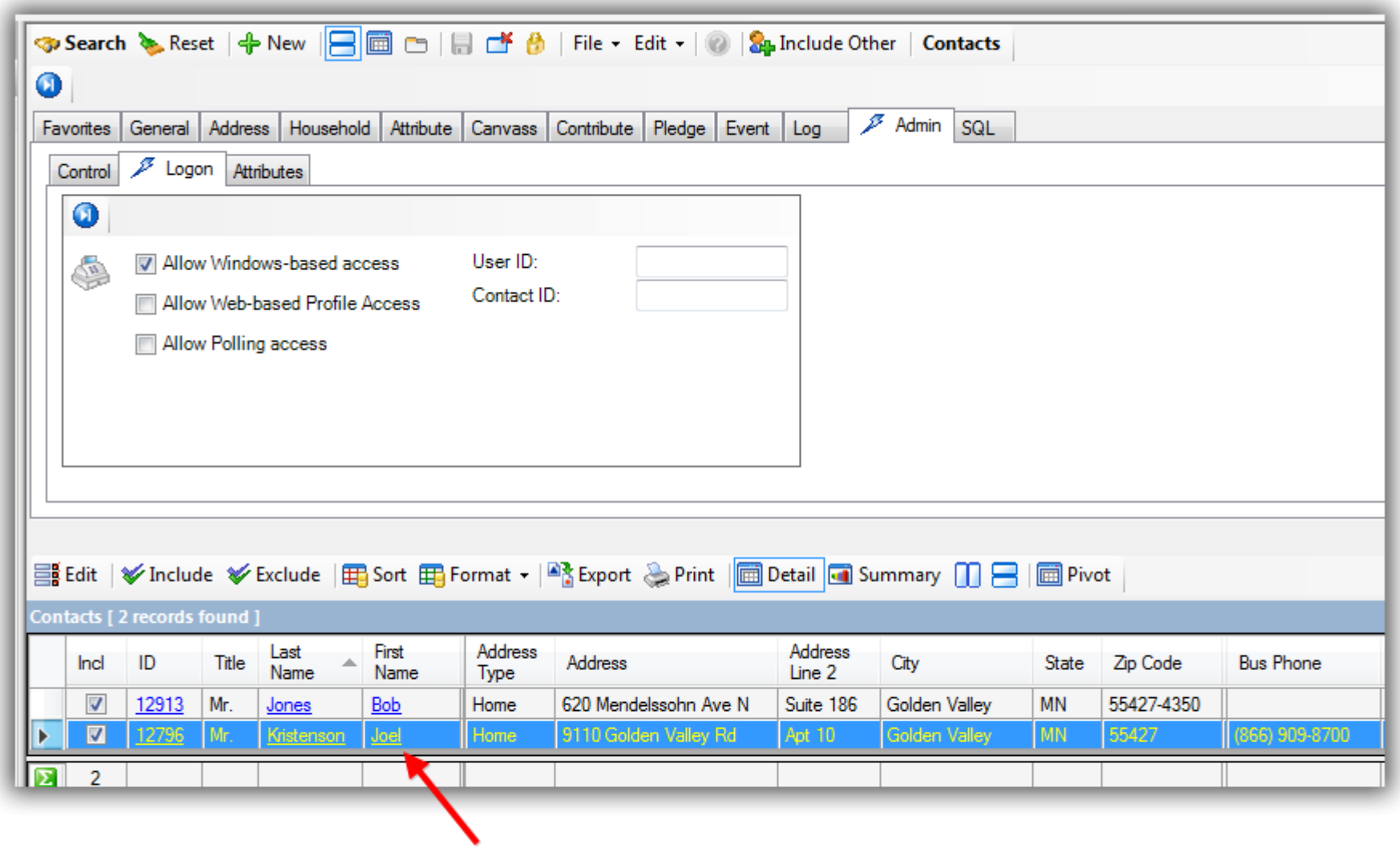
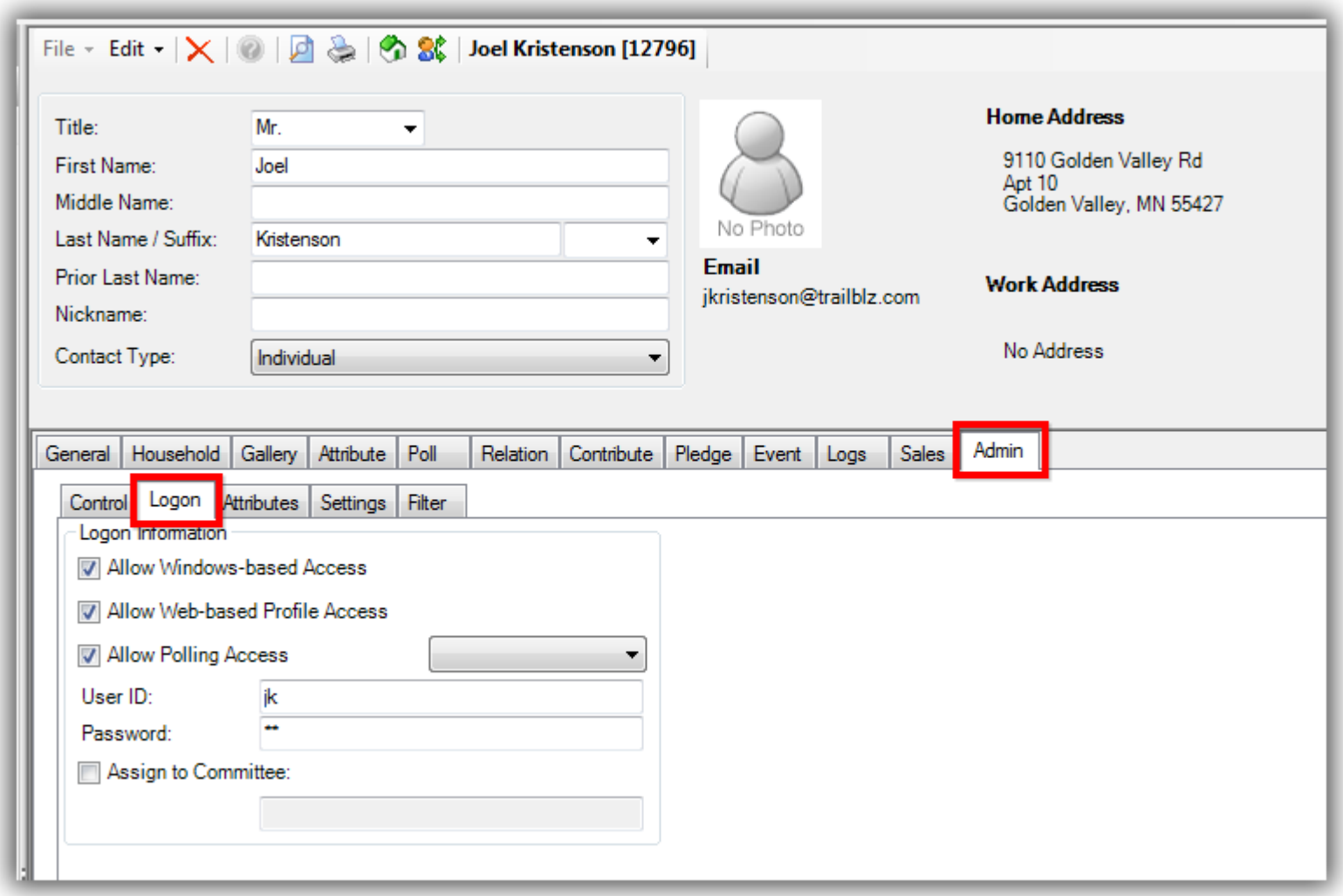


Open the contact record you want to change credentials for.

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



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

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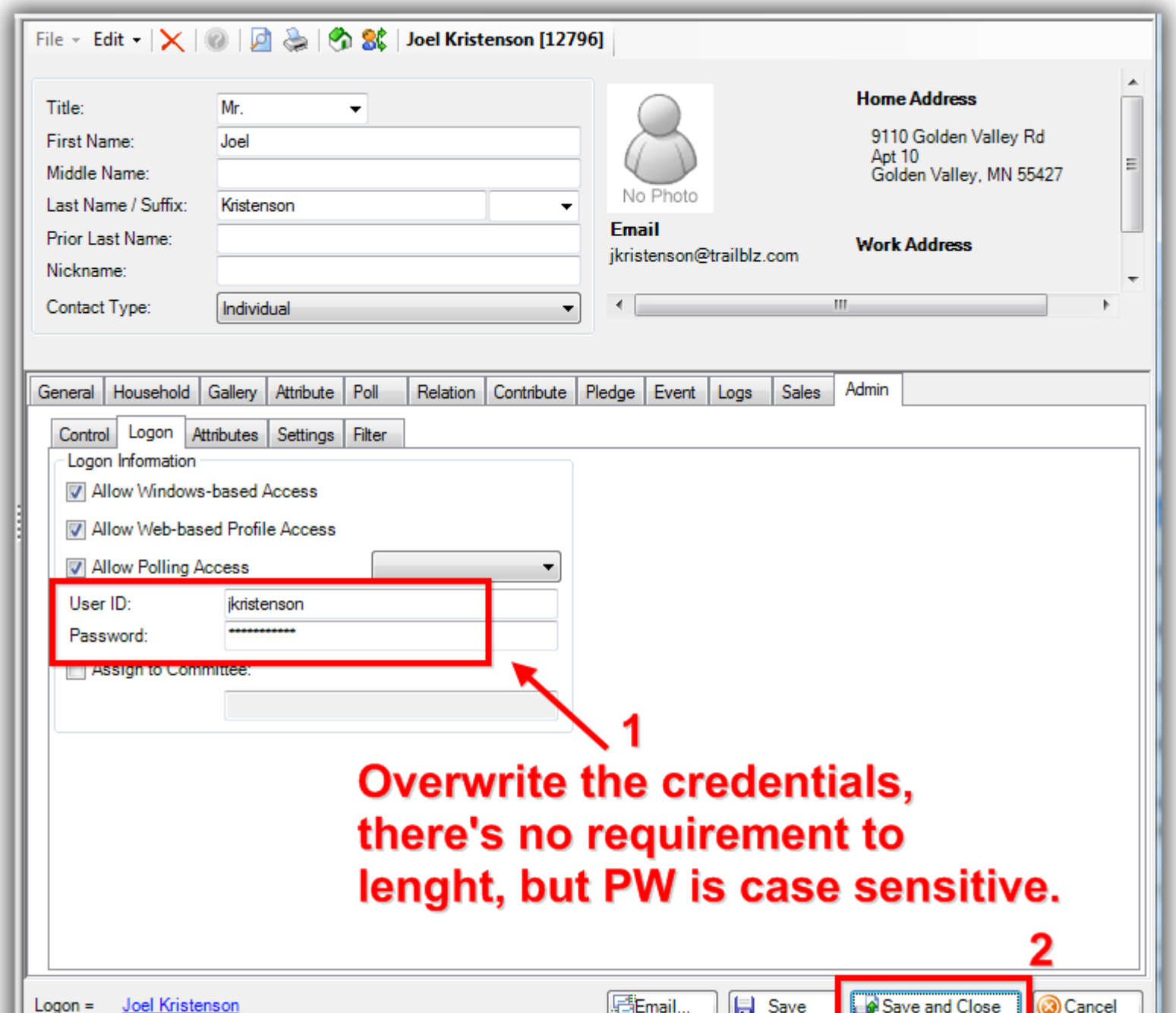

Once that's complete you'll need to close down **Trail Blazer** by clicking the red **[X]** in the upper-right.

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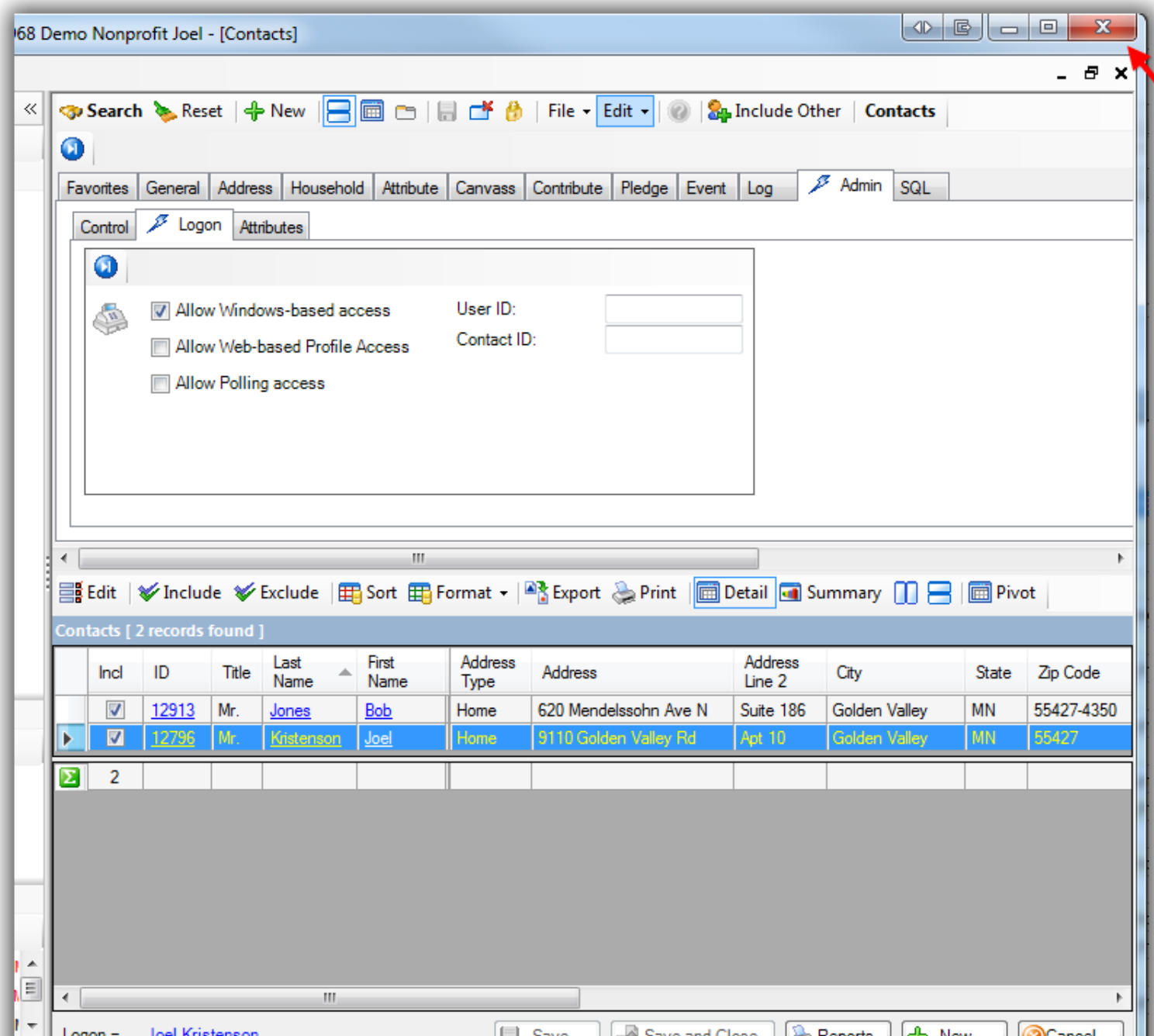
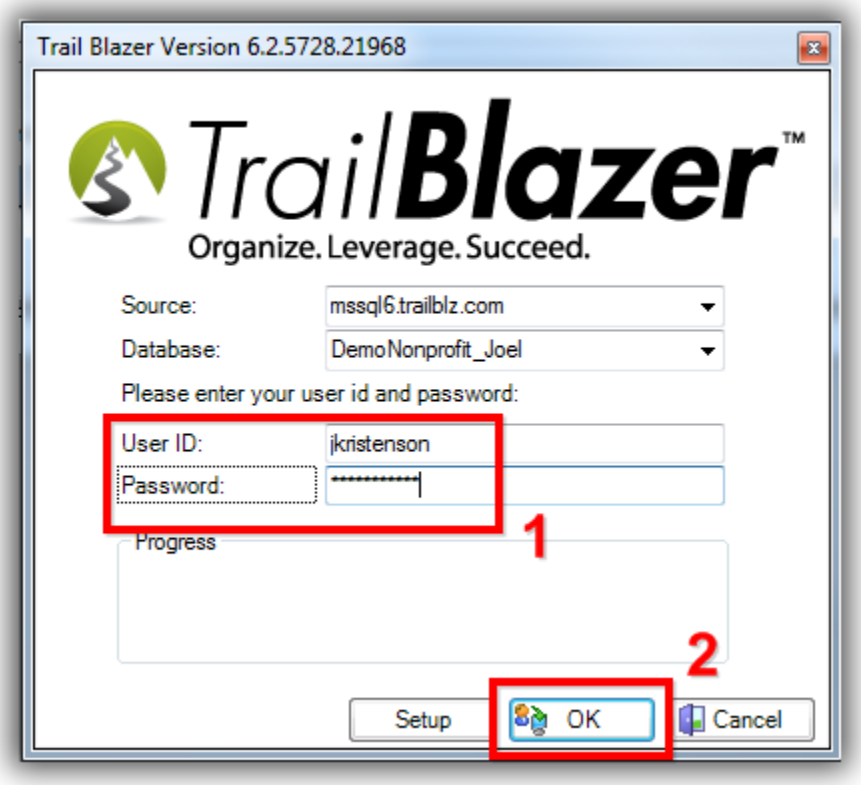


Close the program.

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.

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

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** This service is included in your contract.*