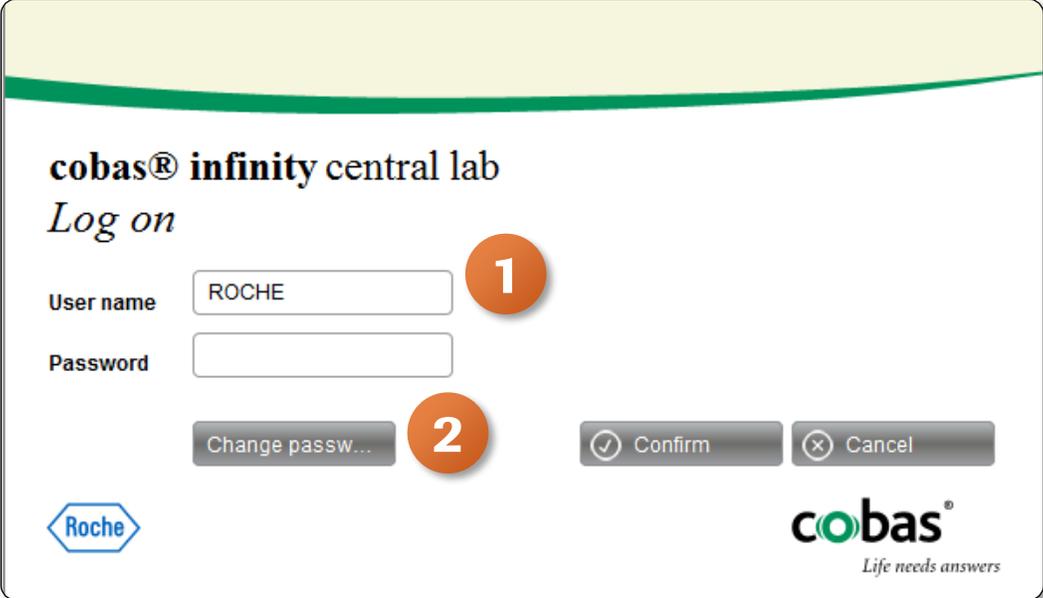# cobas® infinity laboratory solution

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Change Password:
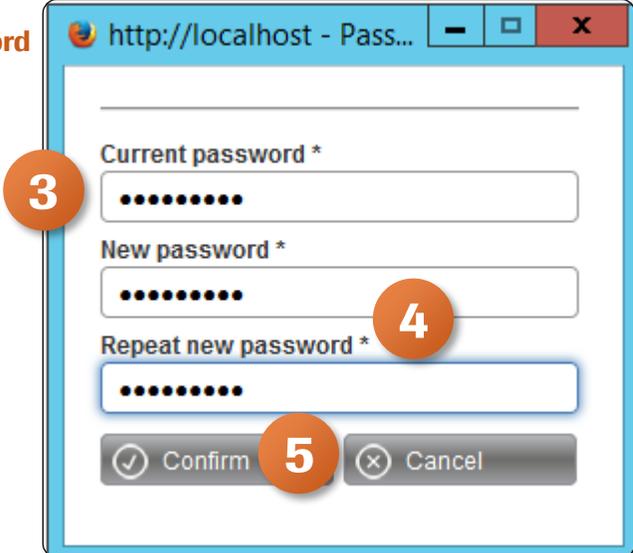# User and Administrator Initiated

Password Change Initiated by User

This type of password change typically happens when a user password is set to expire
1. Type in the **User name**
2. Click on **Change password**

3. Enter in the **Current password**
4. Enter in the **New password & Repeat new password**
5. Click on **Confirm**

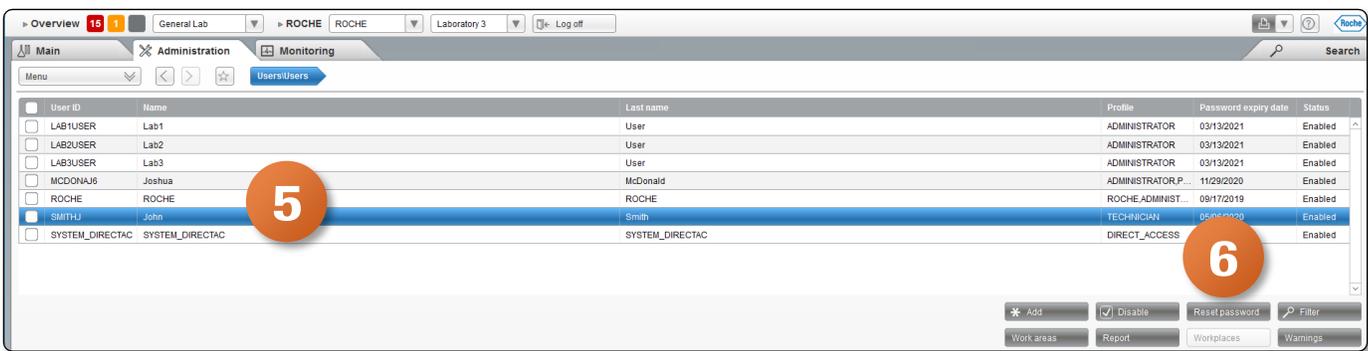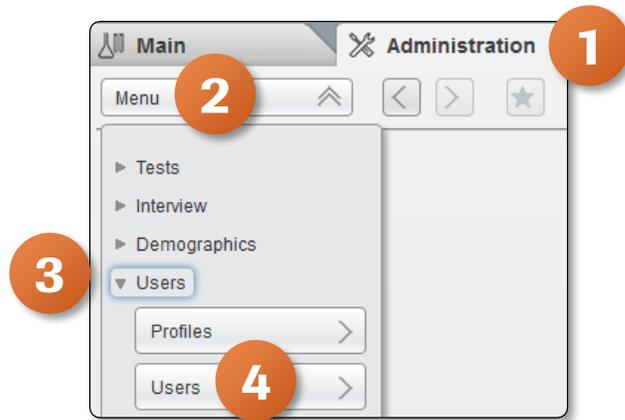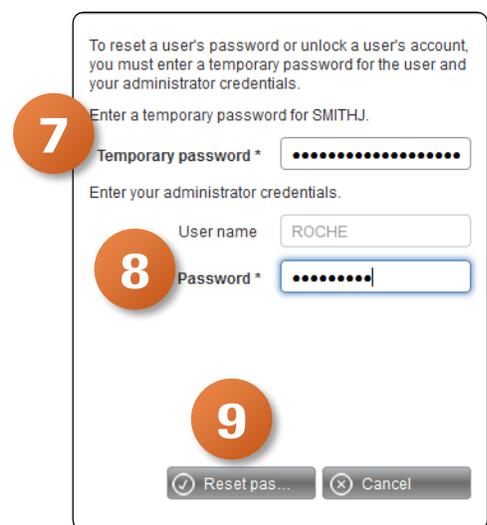## Password Change Initiated by Administrator

This type of password change typically happens when a user forgets their password and needs to create a new one. The Administrator would login into the **cobas®** **infinity** software under their user account

1. Once logged into the software, select the **Administration** tab
2. Click on **Menu**
3. Navigate to **Users**
4. Select **Users**

5. Locate the user that has forgotten their password from the menu
6. Click on the **Reset password** button on right hand side of the screen

7. Assign a **Temporary password** for the user. The password must be at least six characters long including one uppercase letter and one number
8. Type in your **Administrative Password** to prove who you are
9. Click on **Reset password**

Please note: The user requesting the new password will be required to update the temporary password on their next login attempt