# How to change or update user passwords in the portal

This article is to walk a system manager through changing or resetting their users’ passwords using the Hosted User Management Tool.

1. Login to hosting.dmsi.com
2. Enter your admin.xxx for your company. Ex. dmsi\admin.dmsi



1. Launch the Agility User Management (HUMIN) tool by clicking the icon. Click the remote app icon in the bottom left corner to launch the service.



1. Click Connect on the RemoteApp screen. Enter your hosted site credentials.

 

1. When HUMIN opens, select the user you would like to update.
2. Right click the user (or click Actions) and navigate to Set User(s) Password.



1. You will be prompted to enter a password for the user. The requirements must be met to change the password.
2. Enter a password for the user and select OK.



1. The user will need to log in using the new password that was specified.