# 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

Graphical user interface, text, application, website

Description automatically generated

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.

Graphical user interface, text, application

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

Graphical user interface, text, application, email

Description automatically generated Graphical user interface, application

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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.

Graphical user interface

Description automatically generated

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.

Graphical user interface, text, application, email

Description automatically generated

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