

## **HOW TO: Check your Behavioural Analysis passwords and create new ones**

## Check your Behavioural Analysis passwords and create new ones

- Log into your account.
- Select Projects from the tabs along the top of the screen.
- Select Behavioural Analysis from the dropdown box.
- In the column on the left, highlight the project name that you wish to check or add passwords to.
- On the screen that comes up, click on the tab called 'Allowance'.
- Click on 'Edit' on the right-hand side of the screen.
- If passwords are not used, the 'No' circle will be marked; if they are the "Yes" circle will be marked.
- If passwords are used, the screen will show a box of used and unused passwords – check your passwords here.
- To generate new passwords, go to the field called 'Number of passwords' and enter the number of passwords required in the empty box.
- Select 'Generate Passwords'.
- Passwords will appear in the 'Unused Passwords' field.
- Click 'Save' on the right of the screen, **OR**
- If you do not wish to use passwords anymore, select the "No" circle to change it and "Save".