



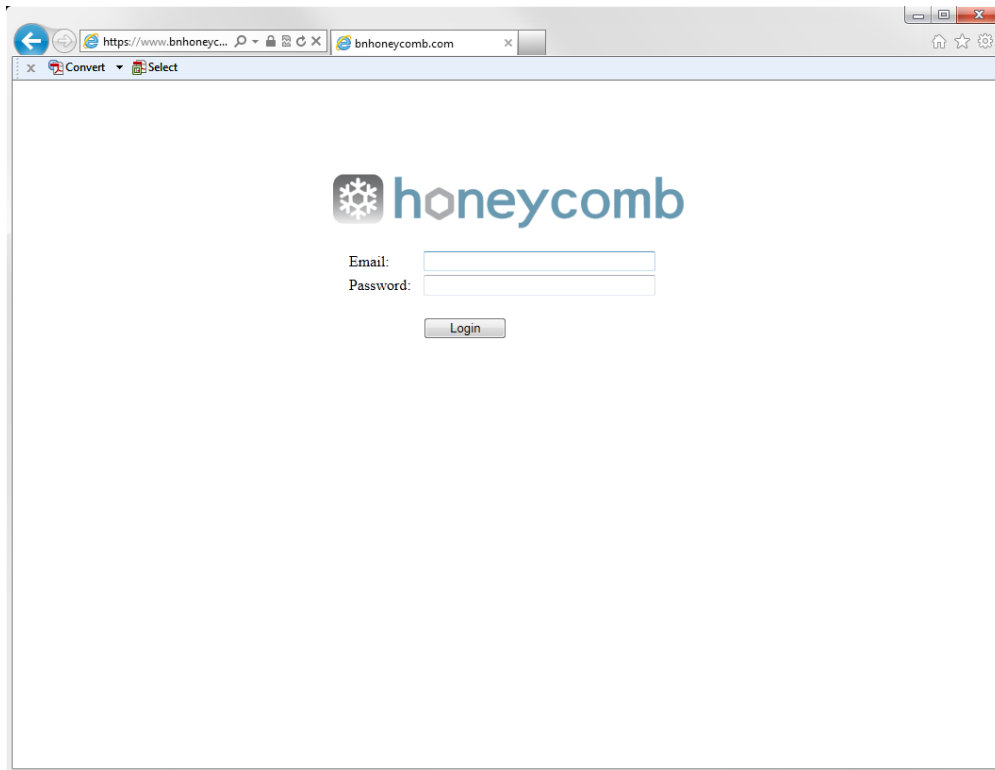
How to Guide: Changing a Password



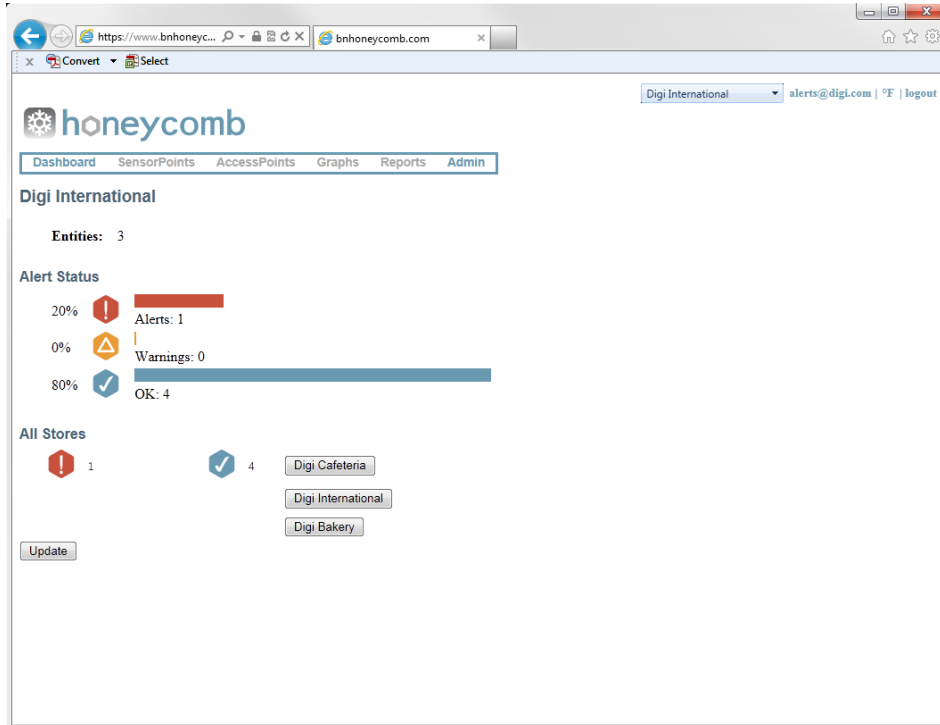
Changing a Password

In order to change a password, you must have a Honeycomb account and be an administrator. Passwords must be at least 6 characters long. In the event you have forgotten your password, login with an existing user that has Administrator permissions or contact Digi Technical Support at ColdChainSupport@digi.com or 952-912-3456.

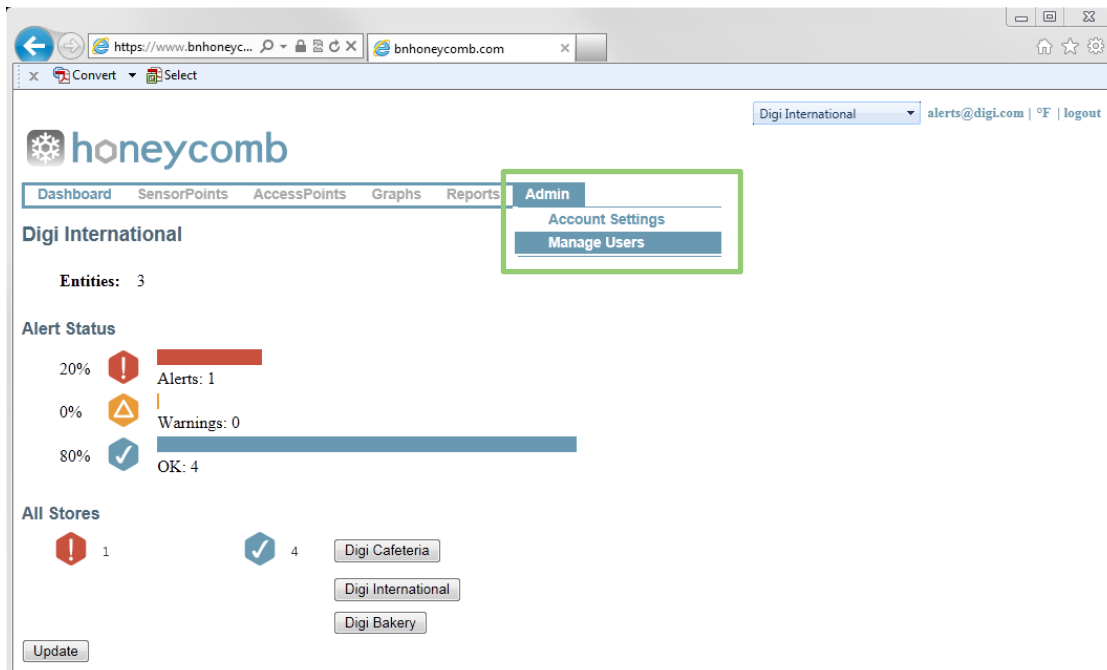
1. Open a **Web Browser**
2. Navigate to www.digihoneycomb.com



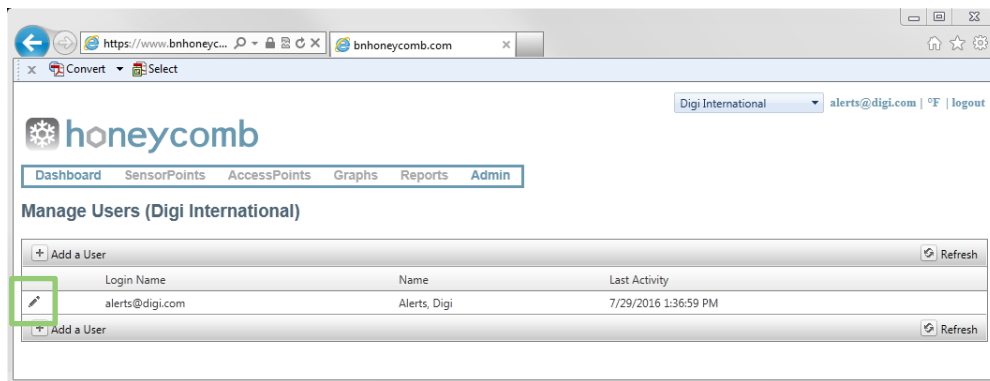
3. Login using your given **Username/Password** combination
4. Select the **Organization** or **Account** you want to change the password for.
 - a. This tutorial will use the Digi International Organization



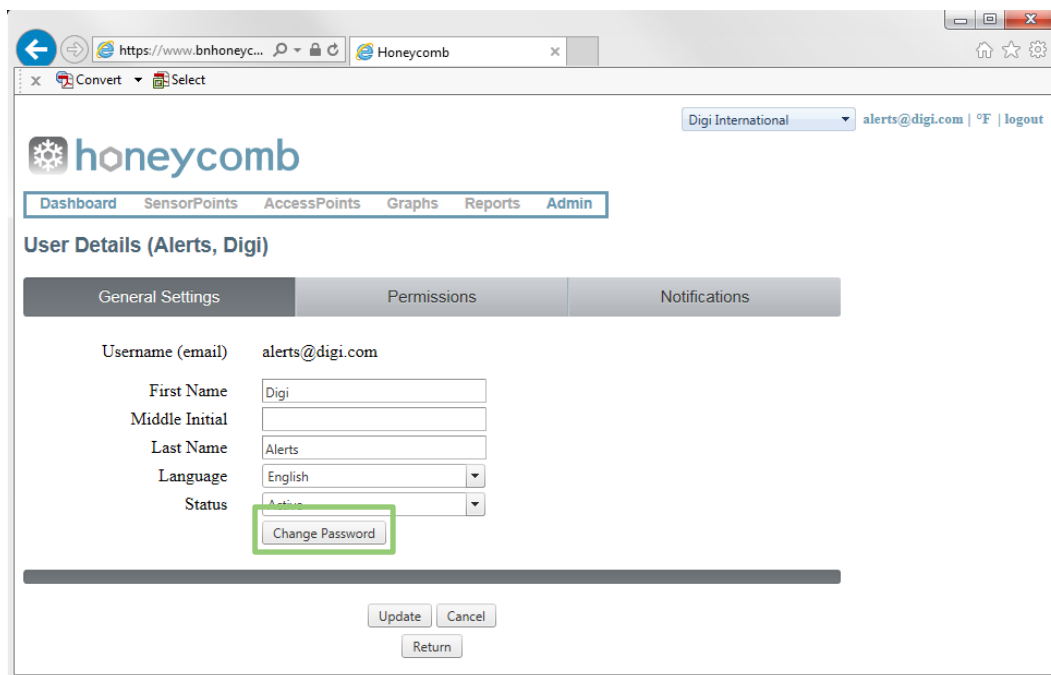
5. Hover over **Admin** → Click **Manage Users**



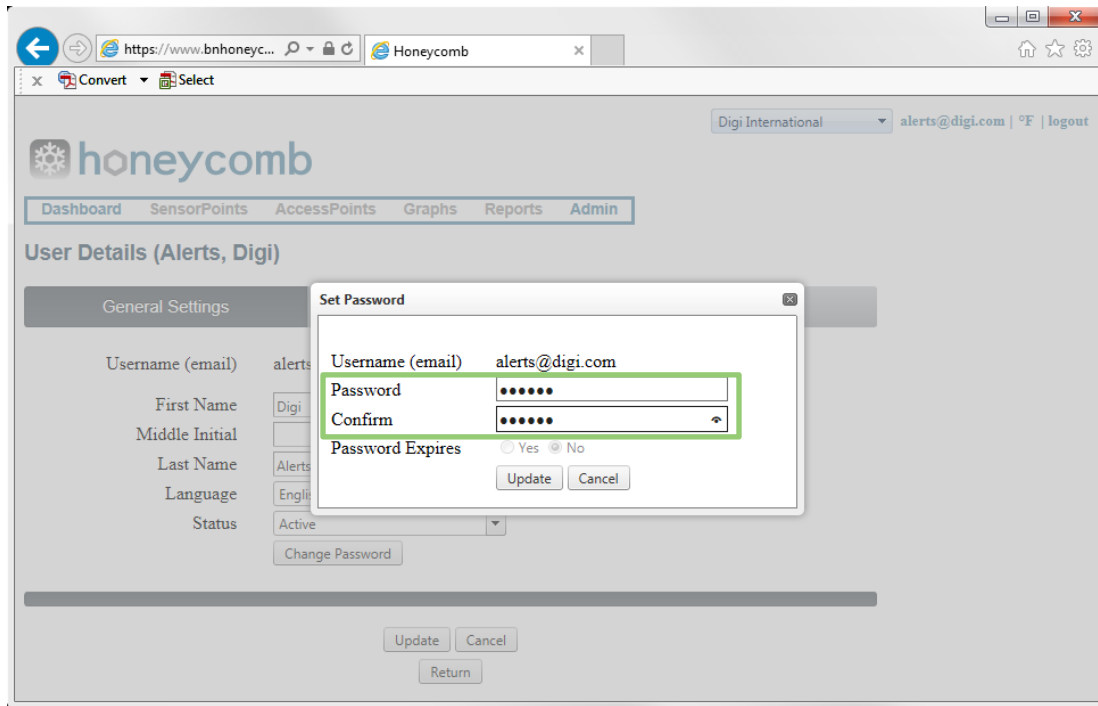
6. Click the **Pencil** (✎) next to the user you're changing the password for.



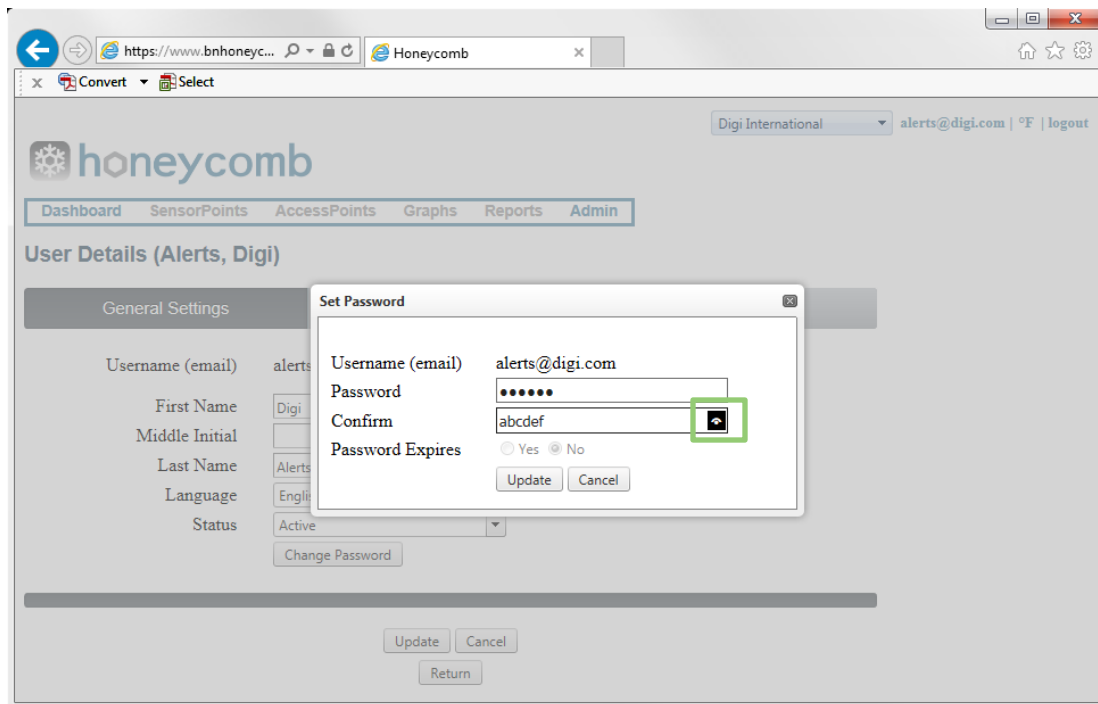
7. Click **Change Password** ()



8. Enter your **Password**
9. Confirm your **Password**



10. You'll see the option to preview your password. Click on this icon (👁) to verify your password.




11. Click **Update** ()

Set Password ✕

Username (email) alerts@digicom

Password ●●●●●●

Confirm ●●●●●● 

Password Expires Yes No