

How To Change User Passwords in SedonaOffice

07/17/2025 4:21 pm EDT

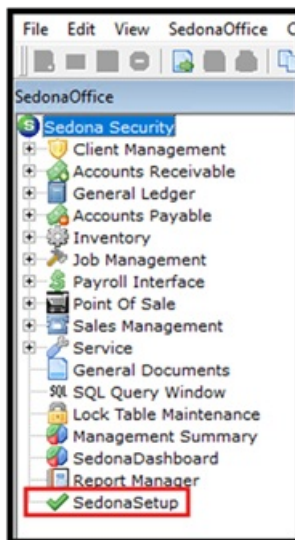
Question:

User needs to update the passwords for other users in SedonaOffice.

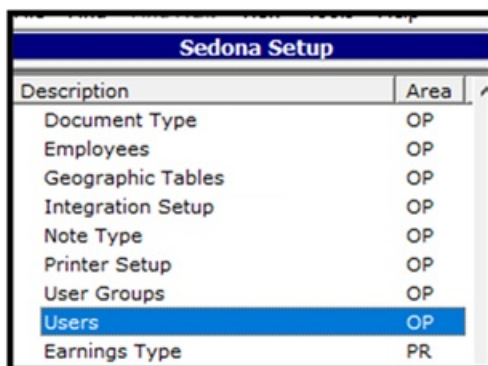
Resolution:

To update the passwords for other users in SedonaOffice:

Go to SedonaSetup.

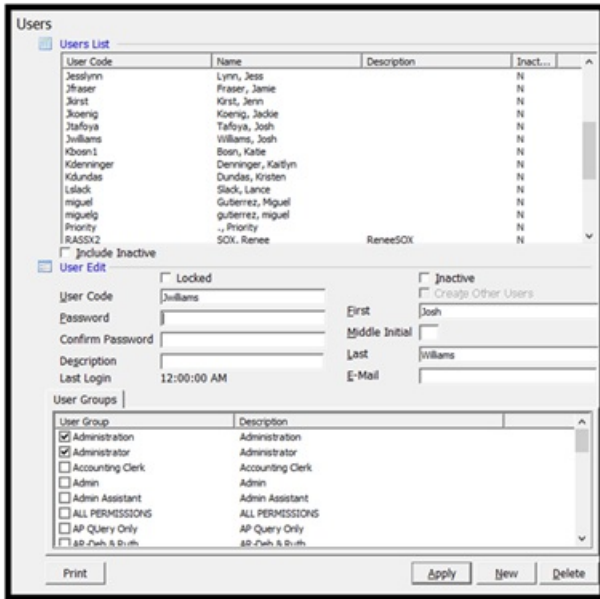


Scroll to Users in the OP area.

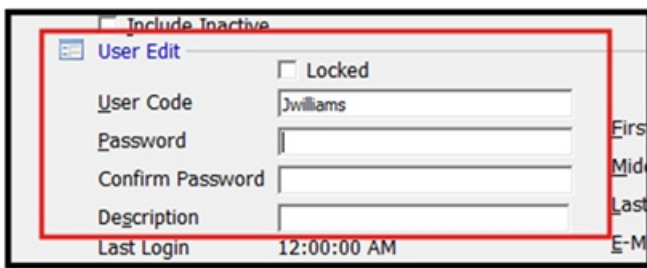


Sedona Setup	
Description	Area
Document Type	OP
Employees	OP
Geographic Tables	OP
Integration Setup	OP
Note Type	OP
Printer Setup	OP
User Groups	OP
Users	OP
Earnings Type	PR

Once the Users window is open, locate the User that needs their password reset.



Select the user and locate the User Edit Section.



To update the password, click in the Password field and enter a new password and then confirm the password by clicking in and typing the new password into the Confirm Password field.

Save the change by clicking Apply.