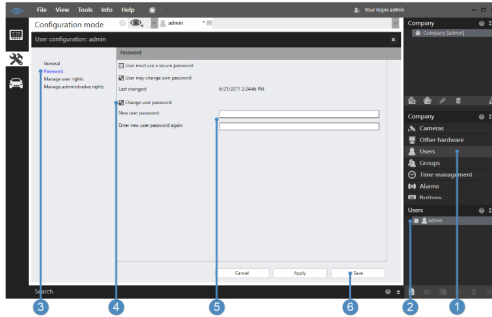# Steps for Changing the Ocularis Recorder Admin Password

In many installations, the Ocularis Recorder 'admin' account is used to connect the Recorder to Ocularis Base as well as to connect the Recorder to the Ocularis Event Proxy.

When this password is changed in Ocularis Recorder it is important remember to make the proper changes in the Administrator and Proxy. This document will serve as a check list of the steps that need to be taken.

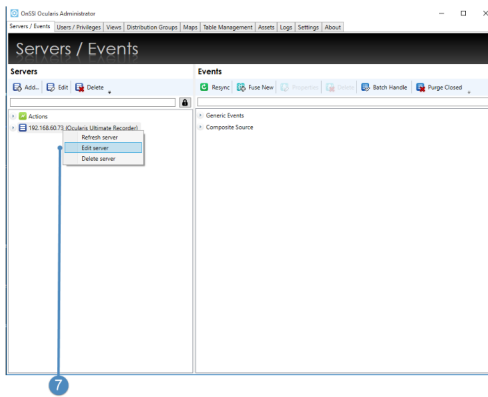**Change the password for the admin account in Ocularis Recorder Manager**

In Ocularis Recorder Manager, select 'Users' (**1**) and then admin (**2**).

Select 'Password' (**3**), check the 'Change user password' box (**4**) and enter the new password, twice (**5**).
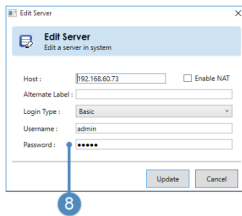
Click 'Save' to save the new password (**6**).

> NOTE: If you already logged in with the admin user you will be prompted to immediately log back into Ocularis Recorder Manager.

Change the password for Recorder in Ocularis Administrator

In Ocularis Administrator, right-click the recorder you changed the password for, and select 'Edit server'. (**7**)

Change the old password to the new password (**8**) and click 'Update'.

Change the password for Recorder in Ocularis Event Proxy

Open Ocularis Event Proxy and select 'Recorder Settings'. (**9**)

Enter in the new password (**10**) and click 'Test Connection' (**11**) to make sure the settings are correct.

Click 'OK' when finished..(**12**)