Modifying Password Surevision

IMPORTANT (If you do not know your password, this guide will not be of help, and you will instead have to refer to the Reset Your Password PDF guide linked <u>here</u>).

First, **Right click** on your **live view**. Then hit **Menu**, the system will then ask for your **current Password**.

However, if you do know your password. Once you **Login**, the **Menu** will open on the **Camera tab**. Click on the **System tab**, then head to the **User subtab**. You will be greeted with the screen below.

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<u> </u>	Basic							
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From here, click the **Box** under **Edit**. A **Box** will pop up asking you to confirm your **Current Password** confirm your current **Password**. Then, a **Box** will appear. Letting you **Change your Password** as shown below.

			System			
(=-h	Basic					
∟√ Camera		Username	User Type	Edit	Delete	
cumero	Preview	admin	Administrator	Z		
\odot	Time	default	Reserved User			
VCA	POS		Change Password			
Network	Serial User Security	Username Change Password Password Confirm Sync to Camera	admin admin	Weak Pass		
Ē	Unit	Pattern	Enable Unlock Pattern	() ^B		
Backup		🛃 Email				
Storage		Note: If NVR is added to managing p platform.	latform, you also need to edit the password	on the		
\triangle			0K	Cancel		
Alarm						
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IMPORTANT (If you check the Check Box on the Sync to Camera the system will apply your new password to the cameras. Which will cause all cameras to show invalid Username or Password, and you will have to change the Passwords of all the Cameras back to the Default: 123456 to get them back online. If you do not want to change the password on the cameras leave this unchecked.)

Once on this page, you'll want to click the **Check Box** that says **Change Password**. The greyedout boxes will now let you **Enter** and **Confirm** a **Password**. Your new **Password MUST BE nine characters.** Including a **Capital letter**, **Numbers**, and a **Special character** (!, \$, etc.) We recommend writing the **Password down** before you **Enter** and **Confirm** it. As you will need the new **Password** to **change your Password** again in the future.

Otherwise, the **Check Box** for **Enable Unlock Pattern** can be clicked, and you can **Draw and Confirm a Pattern to Login** instead of your new **Password**. It is also a good idea to check that the **Email** shown on this screen is your **correct email address**. If it is not, please change it to your **correct email address**. As it will make a **Password Reset** more difficult should you need one down the line.

We highly recommend writing down your new Password especially if you choose to use a Pattern, because if you forget it you will have to go through the process of Resetting your Password. Which will be a longer process, but don't worry we have a guide for that as well. As for now, congratulations on changing your Password successfully.