

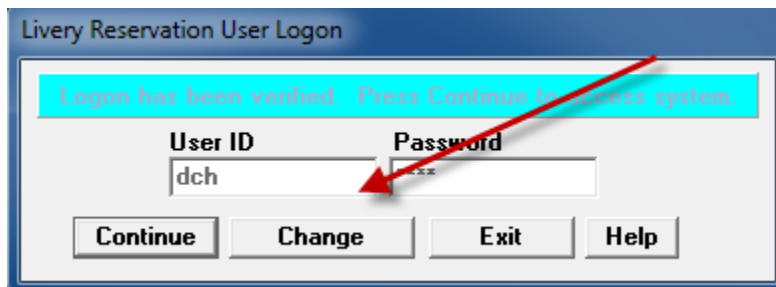
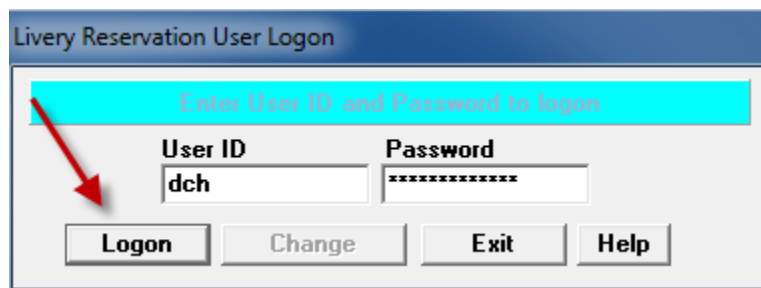
Tech Tip Tuesday— July 14, 2015

by David Hirsch

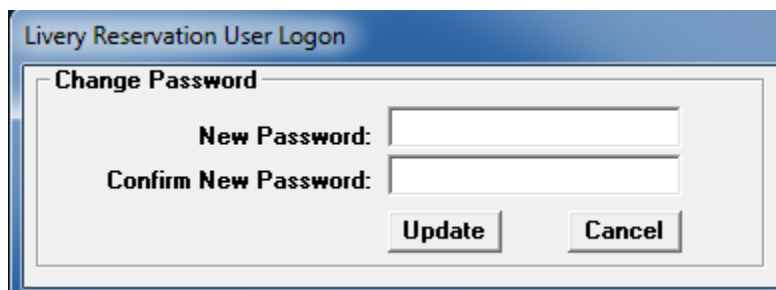
Livery Coach Passwords

Each time a Livery Coach user logs in to Livery Coach, he or she generally needs to enter a username and a password. While Livery Coach does not mandate any password complexity rules or periodic changes, we do recommend that each user keep the password private. If another user gets your password, he/she could log in as you and the log would look like you made changes to a trip, etc.

We do recommend that each user change his or her password now and then. This is quite easy to do. When you type in the User ID and Password on the login screen, and click the Logon button once (single click), then the “Change” button lights up.



To change your password, simply click on the Change button (rather than the Continue button), and you will have the opportunity to enter your new password (twice, to confirm.)



That's all there is to it.

Bonus hint: if you aren't changing your password, the fastest way to log in, after entering the password, is simply to press the Enter key on the keyboard twice. That will get you right in, without having to use the mouse and click on the Logon and Continue buttons.