

How do I...create a password on the Admin user?

This video is intended for anyone who has recently downloaded Recruit Studio and wants to add a password to the Admin user; and also anyone wanting to add or change their own password.

To add or change a password, log in as the user you want to change and go to the edit menu and choose 'Change password'.

In the box, enter the current password (for users who are new to Recruit Studio this may be blank) and enter whatever you want your new password to be, then enter it again underneath and press return.

Click 'Ok' and when you next log into Recruit Studio your new password will apply.