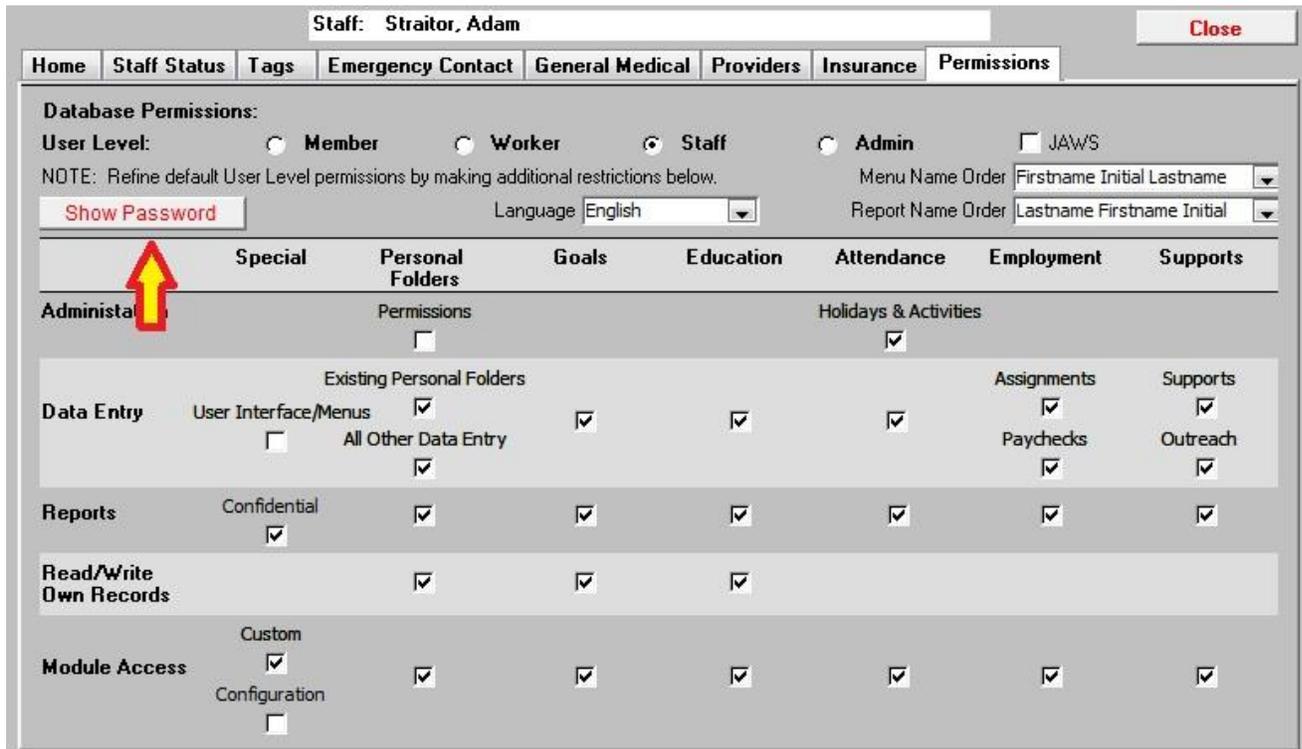


How to Change Your Clubhouse Database Password

To have access to The Clubhouse Database, you must have a personal folder, permissions and a password.

To change your personal password:

- 1) Enter the database and open your own personal folder;
- 2) Click on the "Permissions" tab;
- 3) Click the "Show Password" button (see image below);



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Database Permissions:

User Level: Member Worker Staff Admin JAWS

NOTE: Refine default User Level permissions by making additional restrictions below.

Show Password Language: English

Menu Name Order: Firstname Initial Lastname
Report Name Order: Lastname Firstname Initial

	Special	Personal Folders	Goals	Education	Attendance	Employment	Supports
Administra		Permissions			Holidays & Activities		
		<input type="checkbox"/>			<input checked="" type="checkbox"/>		
	Existing Personal Folders					Assignments	Supports
Data Entry	User Interface/Menus	<input checked="" type="checkbox"/>					
	<input type="checkbox"/> All Other Data Entry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Paychecks	Outreach
		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reports	Confidential	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>						
Read/Write Own Records		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
	Custom						
Module Access	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Configuration						
	<input type="checkbox"/>						

- 4) This will reveal your password and make it available for editing;
- 5) Enter a new password and click on the "Hide Password" button (see image below)

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Database Permissions:

User Level: Member Worker Staff Admin JAWS

NOTE: Refine default User Level permissions by making additional restrictions below.

Hide Password password Language English

Menu Name Order: Firstname Initial Lastname

Report Name Order: Lastname Firstname Initial

	Special	Personal Folders	Goals	Education	Attendance	Employment	Supports
Administration		Permissions <input type="checkbox"/>			Holidays & Activities <input checked="" type="checkbox"/>		
	Existing Personal Folders				Assignments	Supports	
Data Entry	User Interface/Menus <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	All Other Data Entry <input type="checkbox"/>	<input checked="" type="checkbox"/>				Paychecks <input checked="" type="checkbox"/>	Outreach <input checked="" type="checkbox"/>
Reports	Confidential <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Read/Write Own Records		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Module Access	Custom <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Configuration <input type="checkbox"/>						

- 6) Everyone has the ability to change their own password; At each User Level, you are also able to see and change the password for anyone at a lower user level;
- 7) If your password does not meet the required minimum length , it will be cleared and you will receive a warning message indicating the minimum length required. If this occurs, select and enter a longer password;