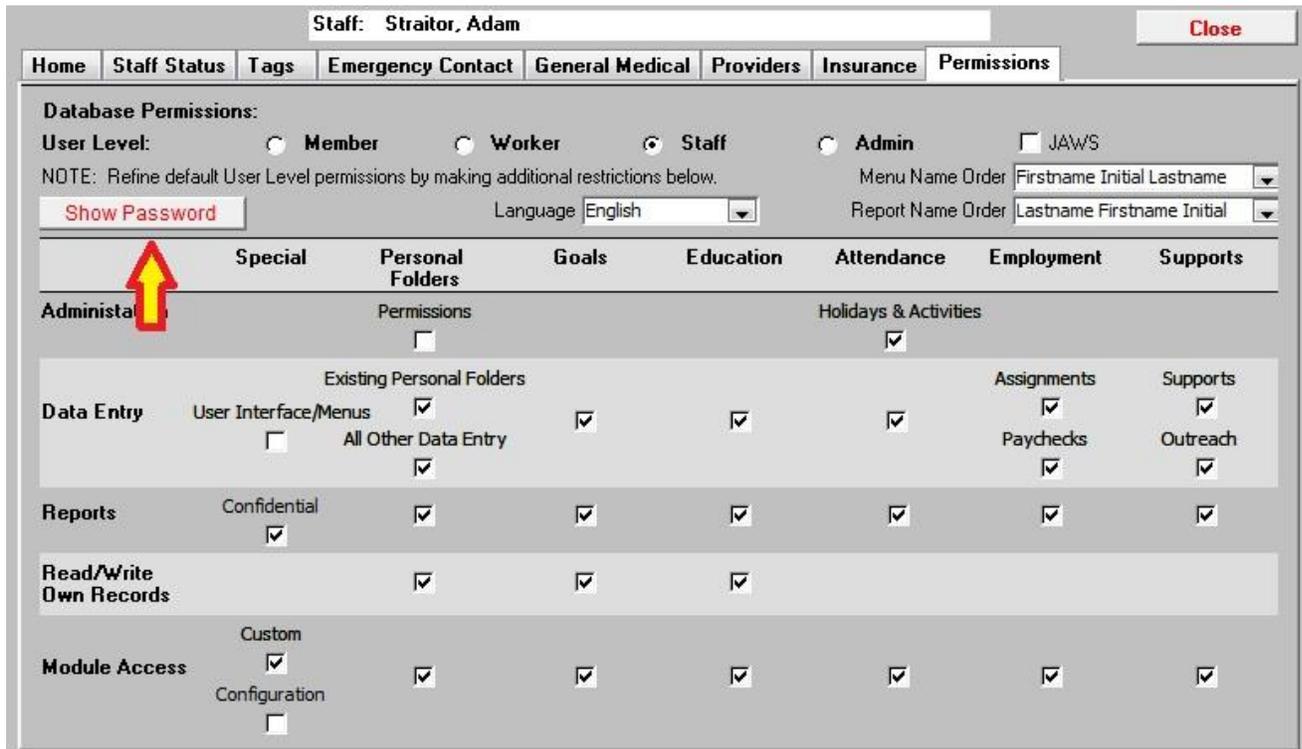# How to Change Your Clubhouse Database Password

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);

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)

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;