


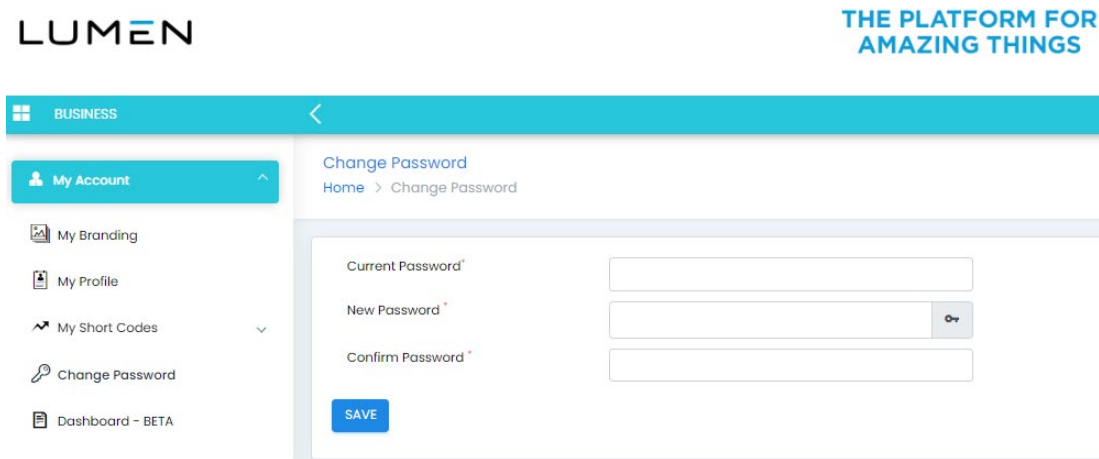
Changing your Uboss password

November 2022

Changing your own Uboss password

To change your own password to access Uboss select 'My Account -> Change Password' from the left hand menu and then enter your current password followed by your new password. The new password must have a minimum of 8 characters – at least one lower case alpha, one upper case alpha, one number


and one special character (!, %, @ etc). Remember to press 

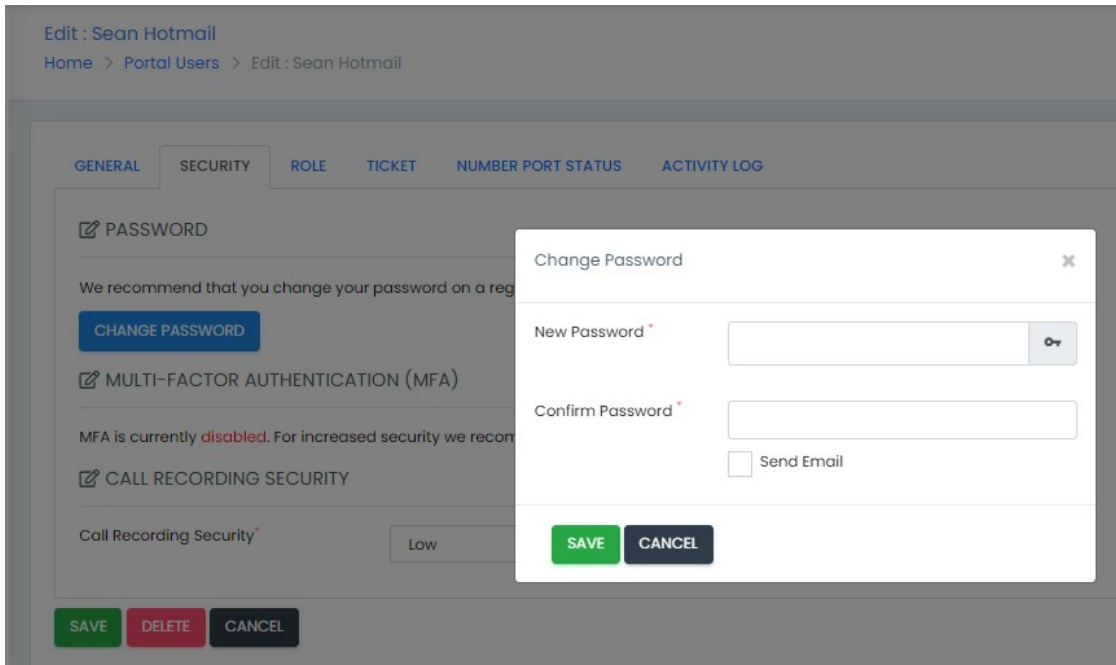


Changing other people's Uboss portal User Passwords

At business level, select 'Settings' -> Portal Access' -> Portal User'

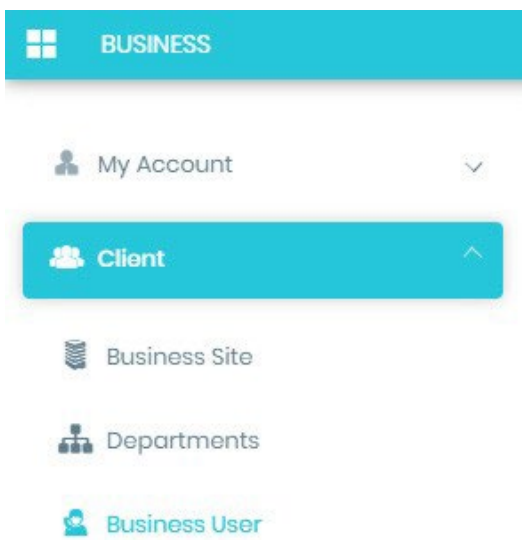
Select the user required by clicking on their name. On the next screen simply enter the new '**Password**' and '**Confirm Password**' (minimum 8 characters including at least 1 lower alpha, 1 upper alpha, 1 number and 1 special character). If required, you can check the '**Send Email**' box to send

the new password to the user. Remember to press 



Changing passwords for accessing applications and voicemail

If a user has forgotten their login password for accessing apps e.g. Webex etc. you can reset this by selecting 'Client' -> 'Business User' and then clicking on the user required.



On the User's Profile Page tab in the 'Password-Uboss Portal & User Apps' box enter the new Login Password and then Confirm Login Password (minimum 8 characters including at least 1 lower alpha, 1 upper alpha, 1 number and 1 special character). Then press .

Pat Muscat
 Home > Redwood > Business Users > Edit: Pat Muscat

PROFILE VOIP ACCOUNT DETAILS CREDIT LIMITS PACKAGE & SERVICE DEVICES BATCH

Site Name Redwood



User Type Hosted

First Name Pat

Last Name Muscat

Department --Select--

User Id 443306051961@voice.uk.level3.com [CHANGE USER ID](#)

Password-Uboss Portal & User Apps  Confirm Password-Uboss Portal & User Apps 

Password-Service/Features Login Confirm Password-Service/Features Login

Changing Voicemail Pins

If a user has forgotten their Voicemail pin you can reset this on the same page- just enter the new code (4 numerical digits) in the Password-Service/Feature Login and confirm. The pin cannot contain duplicate numbers or consecutive numbers e.g. 1234. It can take up to 15 minutes for the new pin to be active.

Remember to press [SAVE](#)