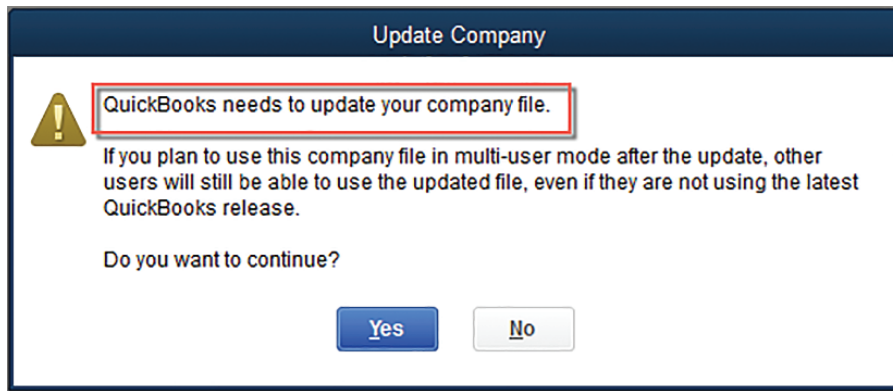


Administrator Password

Starting with Release 10 of QuickBooks, Intuit now requires users to set up an Administrator password for each company file.

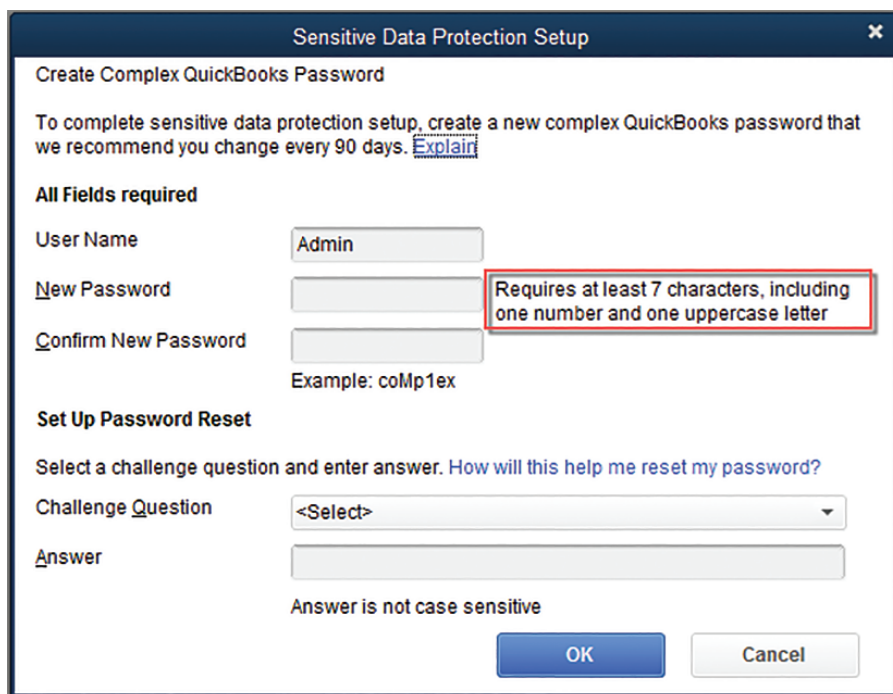
The following additional steps will need to be completed when creating working files from the student backups provided to you. (See pages 9 and 10 of the textbook for the initial instructions.)

After identifying the backup file, you want to restore and indicating where the new working file should be saved, the following window will appear:



Click **Yes** to update the data to work with the current release.

Setting up your password and security question is done through the next window.



Passwords must be 7 characters long and include at least one number and one uppercase letter. Note that the **User Name** (Admin) cannot be changed.

Selecting a **Challenge Question** will allow you to reset your password if you later forget your original password.

You will need to log in as the Administrator with your password each time you open your working file. After 90 days, you will be prompted to change your password.



HINT: Occasionally, QuickBooks will not prompt you to add a password when creating a working file from a backup. This will not cause problems when completing the assignments. If you're not prompted but do want to add security to your company file, select **Set Up Users and Passwords** on the **Company** dropdown menu on the main menu bar. Select **Change Your Password** and follow the instructions on the screen.