

HOW TO – CHANGE YOUR PASSWORD TO THE COMMLOG VIRTUAL MANAGER LOG

Follow these steps to update your password

1. Log into <https://vml.schedule101.com>



Welcome to COMMLOG Virt

User Name
YourUserName

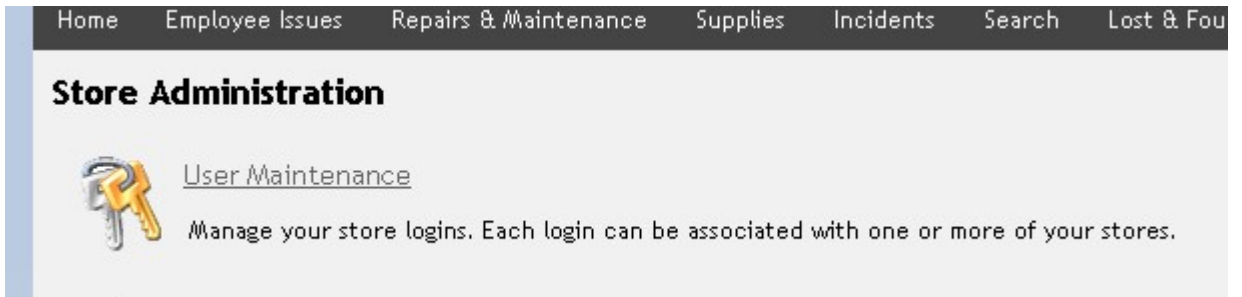
Password
.....

Log In

2. Scroll to the bottom of the page and click **Store Administration**




3. Click **User Maintenance**



Home Employee Issues Repairs & Maintenance Supplies Incidents Search Lost & Fou

Store Administration

 [User Maintenance](#)

Manage your store logins. Each login can be associated with one or more of your stores.

4. Click **Edit** to the left of the user name



Users

User
View Edit ChrisKar

5. Enter the new password in the **Password** field. Enter again in the **Retype Password** field. When finished, click **Accept**.

Edit User [steven]

User Name
steven

First Name
Steven

Last Name
Streiff

Password
.....

Retype Password
.....

Email
steven@commlog.com

Comment

Role
General Manager

Assigned Stores

[Remove](#) Test Store
[Remove](#) Big Sky #1123
[Remove](#) Demo Store
[Remove](#) Vancouver
[Remove](#) Beta Store
[Add](#) Test Store

[Update](#) [Delete](#) [Cancel](#)

Your password is now changed.