How do I set my offline password in TurningPoint Cloud?

- Setting up an offline password allows users to continue to use TurningPoint Cloud when you are not connected to the internet.
- Online features such as ResponseWare and Integrations will not be available in an offline setting.

Tell Me

1. Open TurningPoint Cloud on your computer.
2. Click on the widget icon in the bottom right corner of the Dashboard to open the Preferences widow.
3. Click **Change Password** next to the Offline Password info.

![Offline Password: Change Password](image)

4. Enter and confirm your **offline password** in the boxes provided. Your password must contain a **minimum of eight characters** including one **upper case letter**, one **lower case letter**, and one **number**.
5. Click **Set**.
6. Click **Close** to return to the TurningPoint dashboard.

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