How do I set my offline password in TurningPoint 8?

- Setting up an offline password allows users to continue to use TurningPoint 8 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 8 on your computer.
2. Click on the widget icon in the bottom right corner of the Dashboard to open the Preferences window.
3. Click **Change Password** next to the Offline Password info.

   ![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). Click **Set**.
5. Click **Close** to return to the TurningPoint dashboard.

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