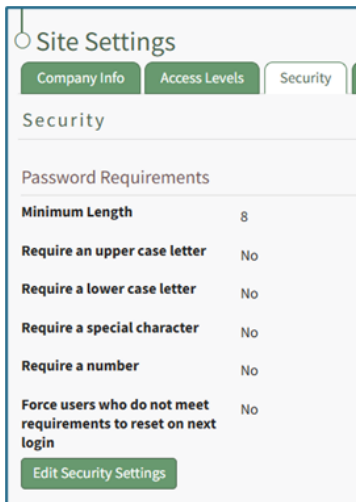


Edit Password Requirements

To edit password requirements, open the Security Tab in the Site Settings Module. The current settings will show before changes are made.

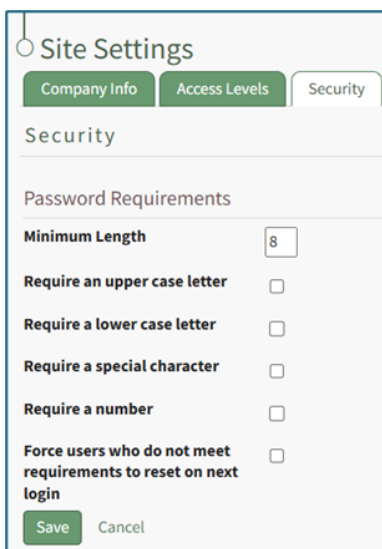


The screenshot shows the 'Site Settings' interface with the 'Security' tab selected. Under the 'Password Requirements' section, the following settings are displayed:

Minimum Length	8
Require an upper case letter	No
Require a lower case letter	No
Require a special character	No
Require a number	No
Force users who do not meet requirements to reset on next login	No

An 'Edit Security Settings' button is located at the bottom of the section.

Select the “Edit Security Settings” button, opening an editable Password Requirements Page.



The screenshot shows the 'Site Settings' interface with the 'Security' tab selected. The 'Password Requirements' section is now in an editable state:

Minimum Length	<input type="text" value="8"/>
Require an upper case letter	<input type="checkbox"/>
Require a lower case letter	<input type="checkbox"/>
Require a special character	<input type="checkbox"/>
Require a number	<input type="checkbox"/>
Force users who do not meet requirements to reset on next login	<input type="checkbox"/>

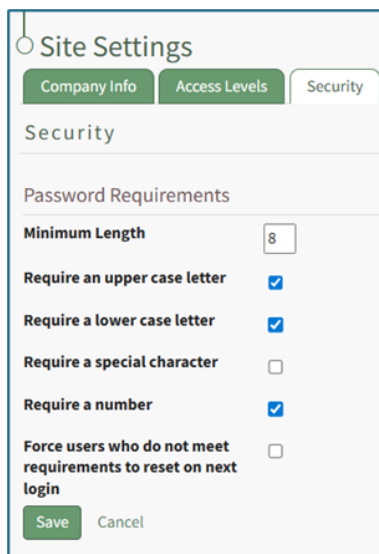
'Save' and 'Cancel' buttons are located at the bottom left of the form.

Input a whole number as your preferred minimum length requirement into the textbox.

Select the appropriate checkboxes to require users to have an uppercase letter, lowercase letter, special character, and/or number in the password.

Selecting the “Force users who do not meet requirements to reset on next login” checkbox will require any existing users whose password is no longer compliant to reset their password when they attempt to login next.

New users will be forced to meet the requirements when they login for the first time /register their account.



The screenshot shows the 'Site Settings' interface with three tabs: 'Company Info', 'Access Levels', and 'Security'. The 'Security' tab is active. Under the 'Security' heading, there is a section for 'Password Requirements'. The settings are as follows:

Requirement	Status
Minimum Length	8
Require an upper case letter	<input checked="" type="checkbox"/>
Require a lower case letter	<input checked="" type="checkbox"/>
Require a special character	<input type="checkbox"/>
Require a number	<input checked="" type="checkbox"/>
Force users who do not meet requirements to reset on next login	<input type="checkbox"/>

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

Click "Cancel" to return to the Security Tab without making any changes.

Select the "Save" button and return to the Security Tab. The changes made and saved are now reflected on the Security Tab.

Revision #3

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