Password Policy

Last Modified on 16/04/2019 6:26 pm AEST

The Password Policy enables Administrators to set limits and restrictions on the types of passwords their users can create. You can use this feature to create a more secure system.

Configuring the password policy

To configure the password policy:

- 1. Select Application Menu. The menu appears with available applications.
- 2. Select Administration. The application displays at the landing page.
- 3. In the Left Navigation Area, select Security. The Security expands to display list.
- 4. Select Password Policy. The existing Password Policy displays.
- 5. Select Edit and configure the following fields as required:
 - Maximum age (days): type the maximum password age in days
 - Minimum length: type the minimum password length
 - Must contain digits: select the checkbox if a digit is required for the password
 - Must contain lowercase characters: select the checkbox if a lowercase character is required for the passwords
 - Must contain special characters: select the checkbox if a special character is required for the passwords
 - Must contain uppercase characters: select the checkbox if a uppercase character is required for the passwords
 - · Lockout duration: type the number of minutes a locked account remains locked
 - Invalid attempts: type the number of invalid logons before accounts are locked
- 6. Select **Save** to save changes.

Screenshot: Configure the Password Policy

ReadiNow				*	Administration	= ▲	0
<						🗎 SAVE	×
Applications ^	Password Policy	/					
Settings ^	Name : Password P	olicy					
Resources	Description : The policy s apply to pa	sswords.					
Security *	PASSWORD POLICY		ACCOUNT LOCKOUT			_	
Lidentity Providers	Maximum age (days) : 90 Minimum length : 7		Lockout duration : Invalid attempts :	60 3			
Password Policy	Must contain digits :						
Security Audit Log Settin	Must contain lowercase 🗹 Must contain special cha						
Security Audit Log	Must contain uppercase						
User Accounts							

Changing your password

There are two scenarios where the password may need to be reset:

- A user is logged in, but wants to change the password
- A user has forgotten the username or password and can't log in

Changing your password when logged in

See Changing the Password.

Resetting the password from the login page

See Forgot your username or password