

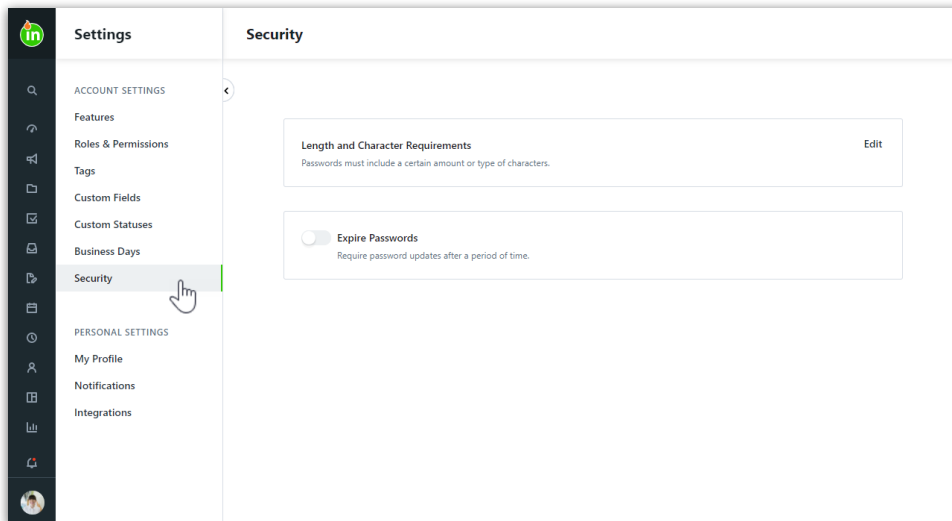
Password Management

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With Password Management, admins can set requirements to ensure user passwords meet expected security thresholds.

Accessing Security Settings

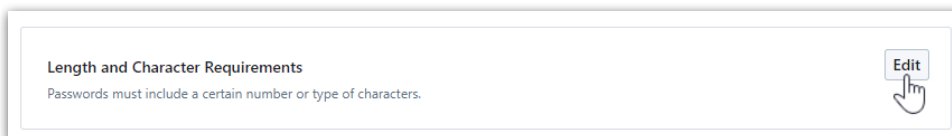
To update your security settings, navigate to **Account Settings** by clicking your avatar and select **Security** from the **Settings** sub-navigation.



By default, Expire Passwords will be toggled off and minimum length requirements are set to 8 characters.

Length and Character Requirements

Select **Edit** to update your Length and Character Requirements.



To update the minimum length of user passwords, click into the field and update to the desired number. A minimum length is required and cannot be less than 6 or more than 98 characters.

Length and Character Requirements

Close

Passwords must include a certain amount or type of characters.

Minimum Length *

6

☐

Require at Least One Digit (0-9)

☐

Require at Least One Lowercase Letter (a-z)

☐

Require at Least One Special Character (!,@,#,\$,%...)

☐

Require at Least One Uppercase Letter (A-Z)

Save

Cancel

You can also enable additional requirements for users to include at least one number, lowercase letter, uppercase letter, and/or special character in their passwords going forward.

Length and Character Requirements

Close

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Require at Least One Digit (0-9)

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Require at Least One Special Character (!,@,#,\$,%...)

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Require at Least One Uppercase Letter (A-Z)

Save

Cancel

When complete, click **Save**.



When password requirements are updated, these will go into effect for current users the next time they reset their password.

Expire Passwords

To require users to update their passwords after a period of time, enable **Expire Passwords**.

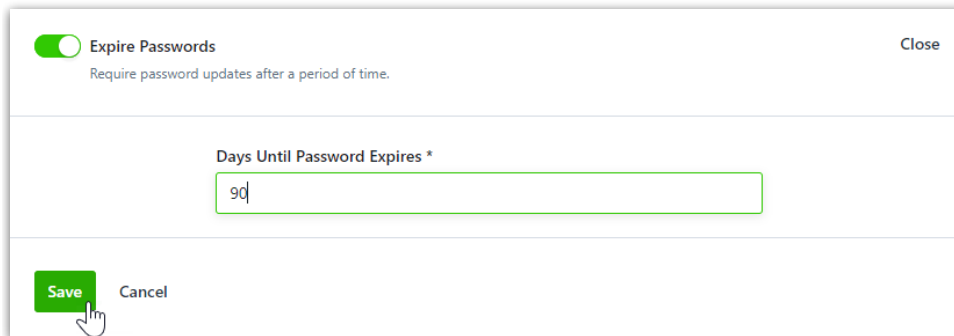
Expire Passwords

Close

Require password updates after a period of time.

☒

Click into the field to update the amount of days until passwords expire. This number cannot be less than 30 days or more than 365 days.



When complete, click **Save**.



When an expiration date is set, this goes into effect from when the user last updated their password.

For example, if a user last updated their password 60 days ago, and the admin updates passwords to expire every 30 days, then that user will be prompted to update their password the next time they log in.