

# Password Creation

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## Configuring the Password Rules

Joget allows you to define the password rules in the security plugin. These rules can be modified or set in the following location

System Settings>Directory Manager Settings>Configure Plugin(Security Enhanced Directory Manager)>Default Directory Password Policy

Check the rules and minimum length of the password

**System Settings**

**PLUGIN CONFIGURATION**

**Default Directory Password Policy**

General > **Default Directory Password Policy** > Notification > External Directory Manager

Forgot Password Link Validity Period (Minutes) 15

Number of Unique Passwords Before Re-use 5

Password Minimum Length 8

Password Mandatory Characters

- At least 1 upper-case letter
- At least 1 lower-case letter
- At least 1 numeric character
- At least 1 special character [NOTE: All special chars on the standard keyboard are accepted]
- Cannot include username

Password Validity Period (Months) 6

Number of Days to Show Notification Before Password Expiry 10

< Prev Next > Submit

Click on Submit to save the settings

## Creating initial Password

Create User allows administrators to create a password for a user or generate a random password. The randomness comes from a combination of pseudo-random numbers and alphabets. These numbers and alphabets are taken from the password policy rules set using the process described above

Checking the generate random password will allow the admin user to generate a random password for the user and un checking the same would allow an admin to create a password for the user.

Setup Users

Setup Organization Chart

Setup Groups

Setup Users

## CREATE NEW USER

### EMPLOYEE DETAIL

Employee Code

Job Title

Start Date

End Date

Department

Grade

### ADMIN SETTING

Generate Random Password

No Password Expiration

Save Cancel

### Managing Password changes

In case a user forgets a password or if an admin wants to force a change in password, Joget allows you to do this

1. Admin can check "Reset Password" to send the new password to the user via Email.
2. Admin can also force the user to change his password. Check "Force Password Change" to do that.
3. Admin also has an option to check "No password Expiration" in case he/she doesn't want their user's password to expire.

Edit User
Delete User
Assign Report To
Assign Groups

**Setup Users**

Setup Organization Chart

Setup Groups

**Setup Users**

### EDIT USER

**Employee Code**

**Job Title**

**Start Date**

**End Date**

**Department** - Joget.Org v Product Development v  Head of Department (HOD)

**Grade** + +

**ADMIN SETTING**

**Force Password Change**

**Reset Password**

**No Password Expiration**

Save
Cancel

Forcing a password change would require a user to change his password in the next login. The image below shows the screen that appears in case of forced password change. The user will have to enter the older password and the new password to complete the enforcement.

JOGET DX
APP CENTER
Login

**CHANGE PASSWORD**
x

**Login**

**Username** cat

**Password**

**New Password**

**New Password**

**Confirm New Password**

Minimum 8 characters  
 At least 1 upper-case letter  
 At least 1 lower-case letter  
 At least 1 numeric character  
 At least 1 special character [NOTE: All special chars on the standard keyboard are accepted]  
 Cannot include username  
 Cannot reuse last 5 passwords

Submit