

# 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

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 character in password.

☒ At least 1 lowercase character in password.

☒ At least 1 number in password.

☒ At least 1 special character in password. E.g. !, @, #, \$, %, ^, &, \*, -, \_.

☒ Username cannot be part of password.

Password Validity Period (Months)

6

Number of days to show notification before password expiry

10

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

Create New User

StatusActive

Employee Detail

Employee Code

Job Title

Organization

Department

Grade

Start Date

End Date

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 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.

