

Initial password method

Joget admin can decide on the password creation & delivery when creating a user.

1. Go to Admin Bar > **Setup Users**.
2. Create a new user following the steps in [Managing Users](#).
3. Admin has 2 choices to deliver a password to user.
 - When creating a new user, check the "Generate Random Password" property to email the user with a new random generated password.
 - Un-checking this property will allow admin to create a password for the new user.

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

4. These settings can also be controlled using the **Security Enhanced Directory Manager** plugin.

Default Directory Password Policy

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

Require Password Change on First Login ☐

Generate Random Password ☒

Enable Forgot Password ☒

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