

# 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

Time Zone

Status

Active

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.

## PLUGIN CONFIGURATION



### 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)  ✕ ▼

Number of Unique Passwords Before Re-use  ▼

Password Minimum Length  ✕ ▼

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)  ✕ ▼

Number of Days to Show Notification Before Password Expiry  ✕ ▼

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Submit