

## Individual Users

Security System > Manage Users > Search for name

**Helpful Hint!** If you have difficulty finding an individual, “blank out” the School field and the Status field and you will see all users. Parent accounts do not have an assigned school and some accounts may have been deactivated.

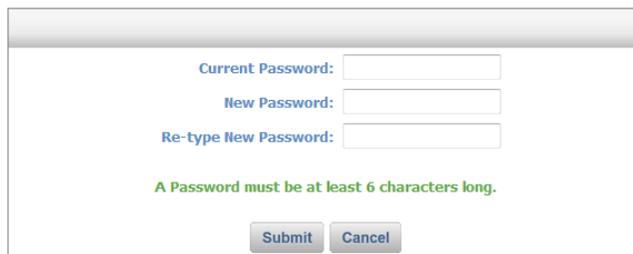
Click on name to open up the User Information page.

Scroll down to find the checkbox for “Force Password Change?”  
Check the box to force the user to enter a new password when they next log in.



Active ID: Yes ▾  
 Is User a Nurse?  
 Force Password Change?

The next time the user logs in they will see the following box:



Current Password:   
New Password:   
Re-type New Password:   
A Password must be at least 6 characters long.  
Submit Cancel

They will enter their current password, then enter their new password, and Submit.

## Global change for ALL users – Staff, Parents, Students, etc.

Go to Security System > Password Parameters.



PASSWORD SECURITY PARAMETERS

Minimum Password Length: 6  
Requires Mixed Case: No ▾  
Requires One or More Numbers: No ▾  
Requires Special Characters: No ▾  
Password Cannot Include User ID: No Restriction ▾  
→ Password Expiration in Days: 0  
Use Zero for No Expiration:  
Number of login tries before account is inactivated: 6 ▾  
Duration of login attempts: 5 ▾ minutes  
Submit Cancel



## Quick Guide: Force Password Change

Password Expiration = 0  
Left at zero and no expiration date.

Password Expiration = 1  
In one (1) day ALL users will be forced to change their password.  
*\* Must be set back to 0 or everyone will be forced to change it again in 1 day.*

Password Expiration = 2  
In two (2) days ALL users will be forced to change their password.  
*\* Must be set back to 0 or everyone will be forced to change it again in 2 days.*

Password Expiration = 90  
Many districts set it to 90 so that ALL users are forced to change their password every ninety (90) days.

Alternative method:

Go to System Configuration > Parameter Maintenance

Select Application = TEAM  
Select Parameter Group = Security

SYSTEM PARAMETER SELECTORS	
Application	Parameter Group
Notes	MobileImage
pamregister.html	Modules
PcForms	MSB
Phone	Page Defaults
report	PrimaryStudent
Schedule	Purge
Security	Query
SIP	Scheduling
syslogin.html	Search
<b>TEAM</b>	<b>Security</b>

Find the Parameter Name = Password Expiration

<b>Password Expiration</b>	<input type="text" value="0"/>
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Enter desired number of days and Submit.

