



How to Require Users to Change Password Every Definite Number of Days

Overview:

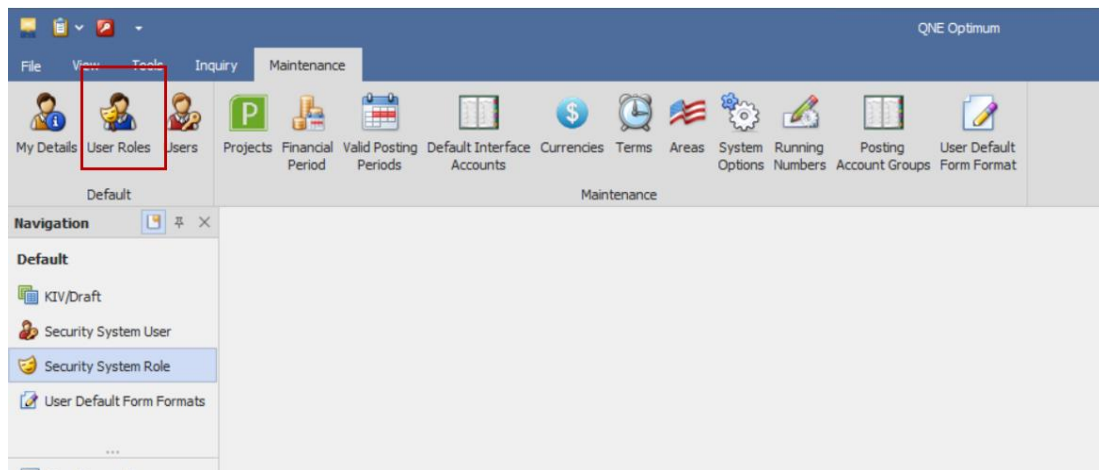
Common Security Feature in terms of password is requiring the Users to reset their password within a certain period of time. Doing this will lessen the cyber security attacks involving a weak or stolen password. In QNE, you may require the users under a certain role to change their passwords based on the specific no. days.

Scenario:

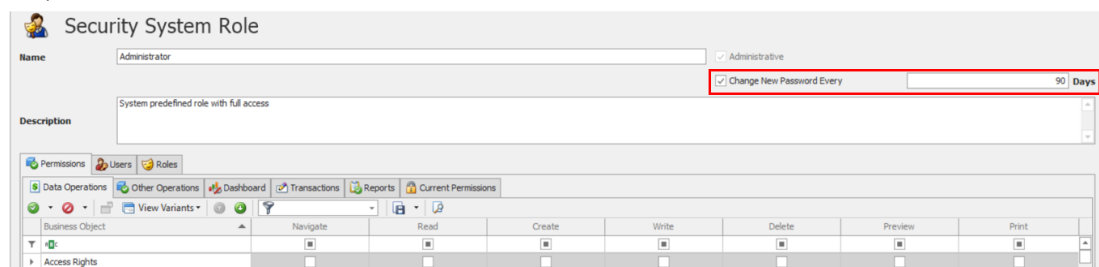
Require users to change password every 90 days.

Procedure:

1. Go to Maintenance Tab > User Role.

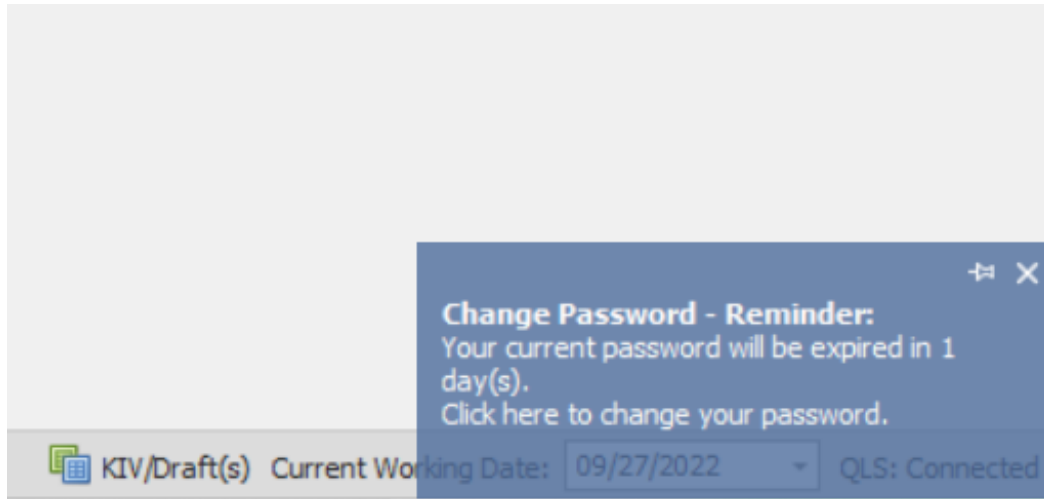


2. Select the User Role to apply and tick the 'Change New Password Every'. Specify the number of days to when the system will prompt the user to Change password e.g. 90 Days.

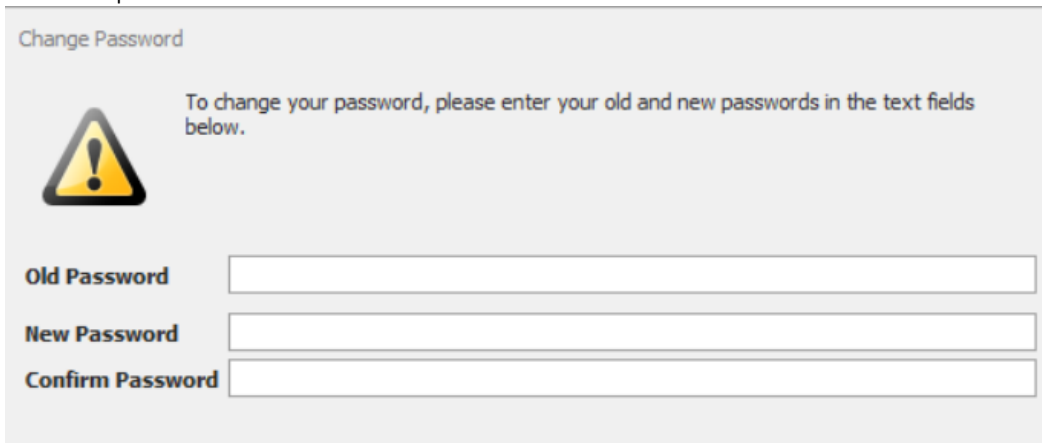


Application:

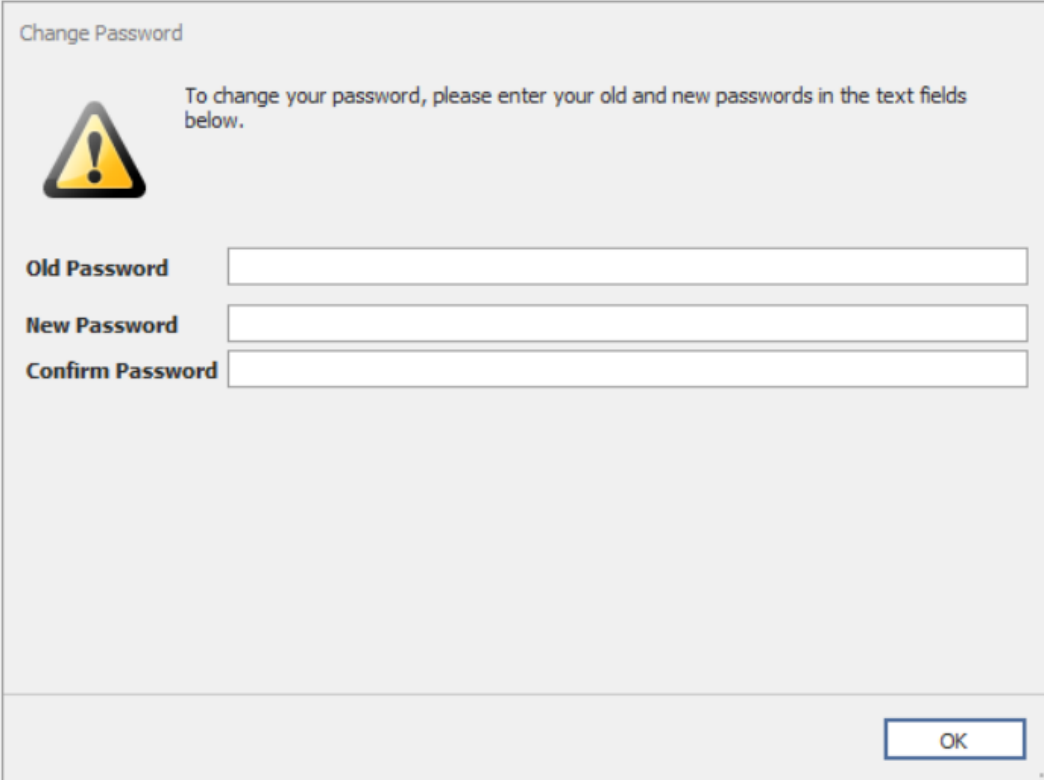
If the expiration date of the password is nearly to expire, there will be a reminder at the bottom right side of the Dashboard with the number of days and link to change the password.



When clicked, Change Password window will open. User may now proceed updating his/her account password.



If the user failed to change the password before expiry, on the 90th day, a window for changing the password will automatically appear which user is required to update.



The image shows a 'Change Password' dialog box. It has a title bar with the text 'Change Password'. Inside the dialog, there is a yellow warning triangle icon on the left. To the right of the icon, the text reads: 'To change your password, please enter your old and new passwords in the text fields below.' Below this text, there are three text input fields. The first field is labeled 'Old Password', the second is labeled 'New Password', and the third is labeled 'Confirm Password'. At the bottom right of the dialog, there is an 'OK' button.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>