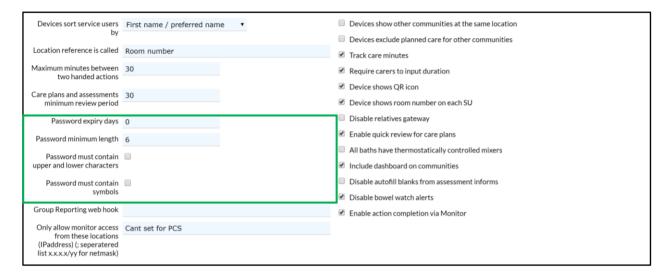
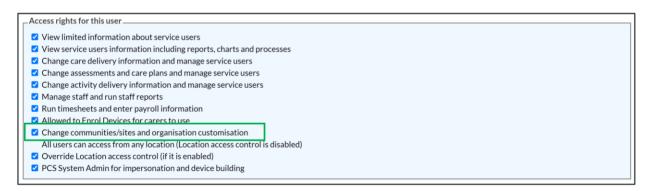


## **Password Policy**

Several password configuration parameters are available in the **Organisation Customisation** page to allow for varying levels of password complexity. To access the Password Policy feature, go to the **Admin** menu - click **Organisation Details** and Click **Customisation**.



**Note:** You must be able to access the **Admin** menu in order to see this page. To do this, the user will need to be given the **Change communities/site and organisation customisation** access rights.



The password policy feature contains the following parameters:

- Password expiry days determines the number of days from when the password was created that it will have to be reset. The default value is '0'.
- **Password minimum length** sets the minimum character length the password must be. The default value is 6 characters.
- Password must contain upper and lower characters Indicates whether the
  password must contain upper and lower characters. By default, the checkbox is
  unchecked.
- Password must contain symbols Indicates the password must contain at least one symbol. By default, the checkbox is unchecked.



The password policy configured will be set for all communities within that organisation and cannot be set at an individual community level.

For existing passwords, the password policy will come in to affect for the next time a user changes their password, or is forced to reset if the **Password expiry days** setting is in use