

## Force user to change their password on first login

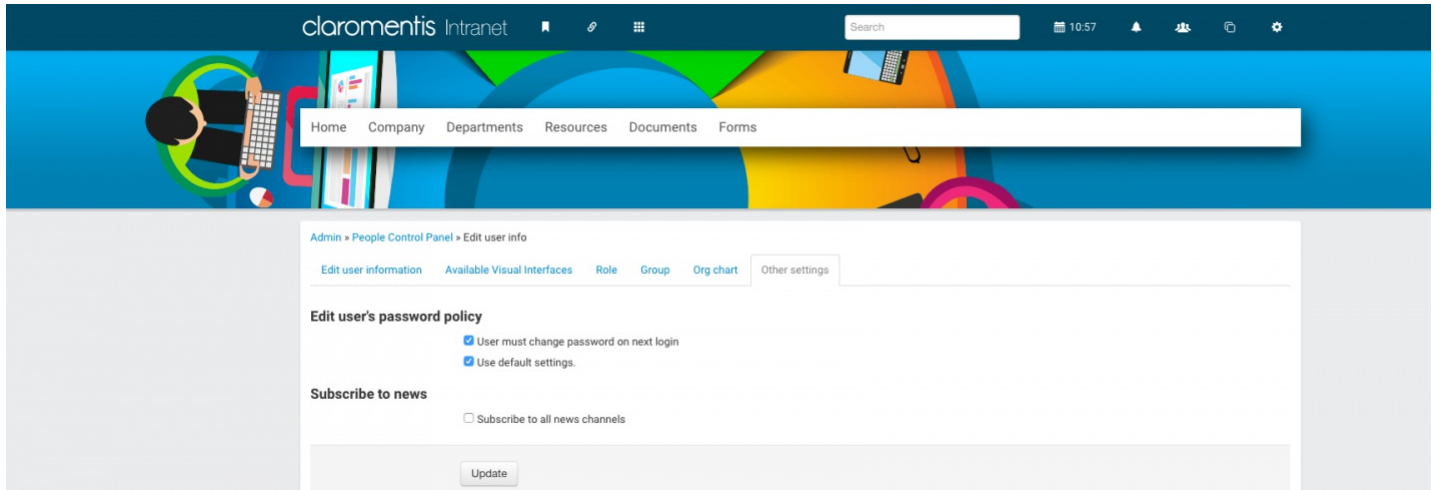
Archived

### Introduction

When creating a new user account, it may be useful to know that you can set a generic password for them, which they are forced to change on first login. This can be done both when creating a new user account in the People Control Panel, and performing a bulk user import via CSV.

### Creating user in People Control Panel

When creating a new user, select the 'Other settings for this user' tab and tick the 'User must change password on next login' checkbox, before clicking **Update**.



The screenshot shows the 'claromentis Intranet' header with a search bar and navigation menu. The main content area is titled 'Admin > People Control Panel > Edit user info'. It has several tabs: 'Edit user information', 'Available Visual Interfaces', 'Role', 'Group', 'Org chart', and 'Other settings'. The 'Other settings' tab is active, showing the 'Edit user's password policy' section with two checked checkboxes: 'User must change password on next login' and 'Use default settings'. Below this is a 'Subscribe to news' section with an unchecked checkbox 'Subscribe to all news channels'. An 'Update' button is located at the bottom of the form.

### Bulk user import via CSV

Create a CSV with the following column headers defined (as minimum):

- username
- firstname
- surname
- emailad
- password
- change password next time (possible values are 1, 0 where 1 = yes and 0 = no)

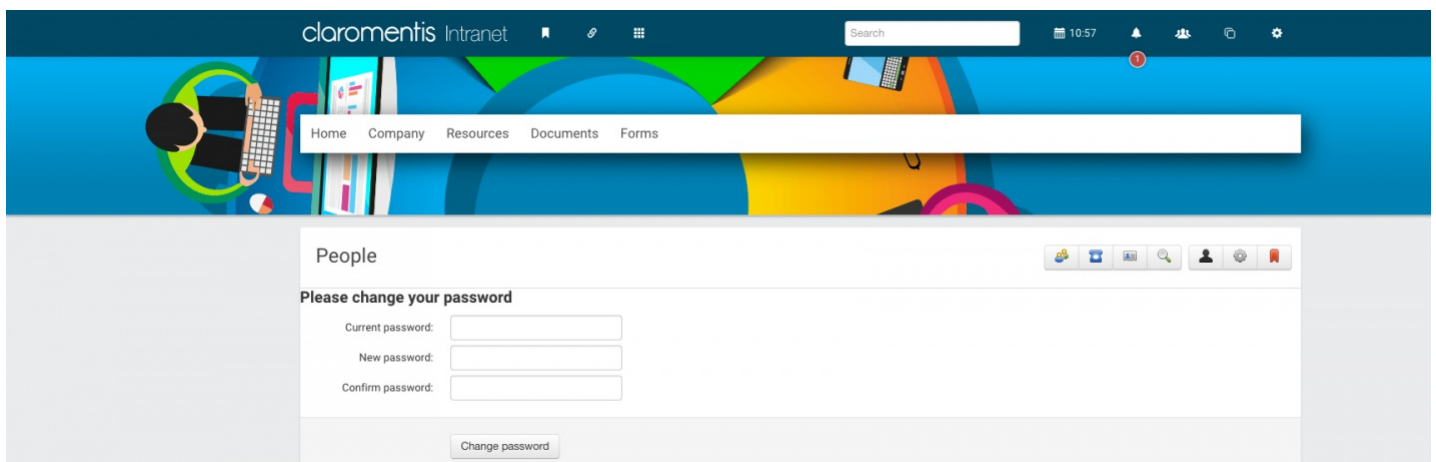
If you are *updating* existing users as opposed to importing new ones, you only need to specify 'username', 'password' and 'change password next time'.

Populate the CSV with the required information, ensuring you insert value 1 into the 'change password next time' column. Perform the bulk user update using the 'Add/update from CSV file' facility in the People Control Panel.

Click [here](#) to download a CSV template for importing new users. Additional user information can be included by specifying additional column headers. To create a more detailed template, use the 'Export users' feature in the People Control Panel. Tick the fields you wish to include and click **CSV**. Remove all user data and you will be left with a template, with the correct column headers to use.

### Logging In

When the user first logs in, they will be taken straight to the change password screen. They will not be able to navigate elsewhere until their password has been changed.



The screenshot shows the 'claromentis Intranet' header with a search bar and navigation menu. The main content area is titled 'People' and has a sub-header 'Please change your password'. Below this are three input fields: 'Current password:', 'New password:', and 'Confirm password:'. A 'Change password' button is located at the bottom of the form.

Last modified on 7 September 2023 by [Hannah Door](#)

Created on 20 February 2013 by deleted user

Tags: [password](#), [users](#)