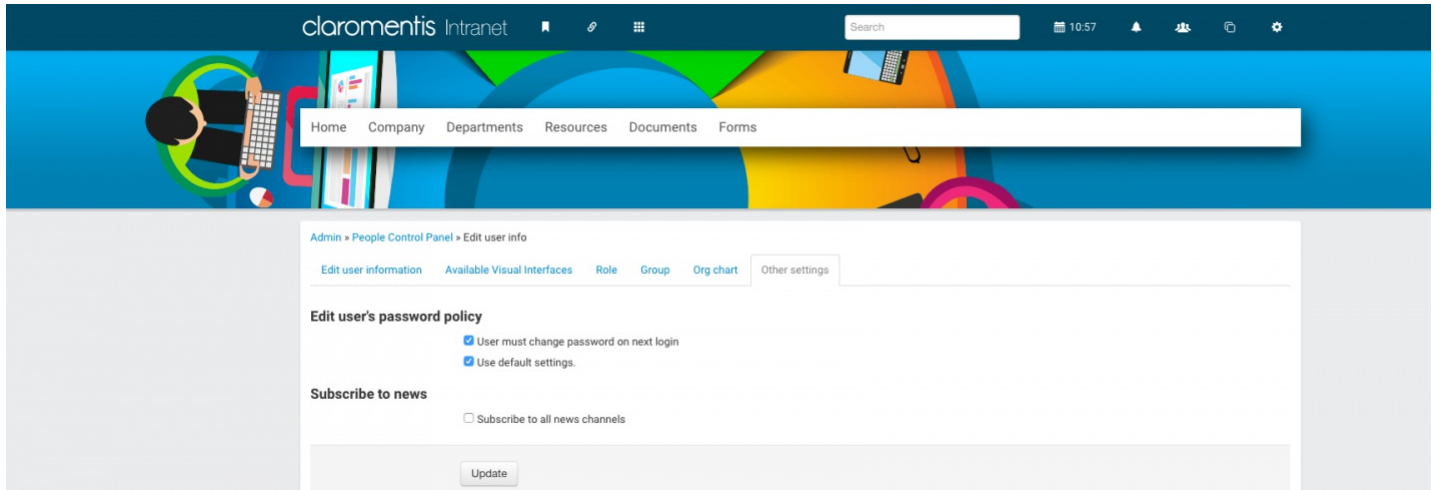# Force user to change their password on first login

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**.

Bulk user import via CSV

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

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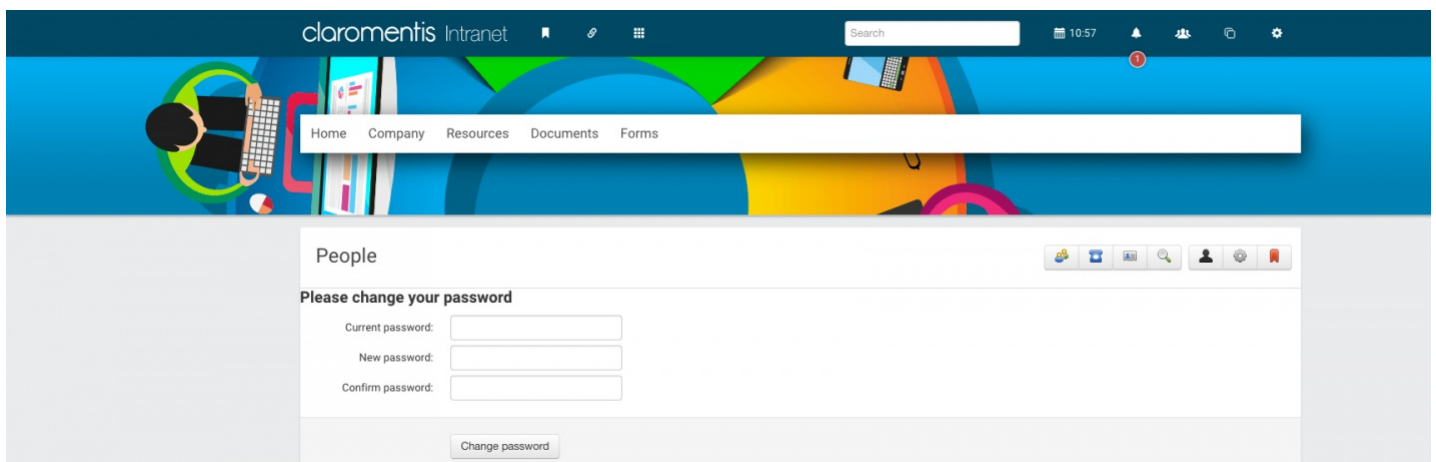- change password next time (possible values are 1, 0 where 1 = yes and 0 = no)

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.

Last modified on 7 September 2023 by Hannah Door

Created on 20 February 2013 by deleted user
Tags: password, users