



Password Policy

People application administrators can set a password policy that applies to all passwords created for local accounts.

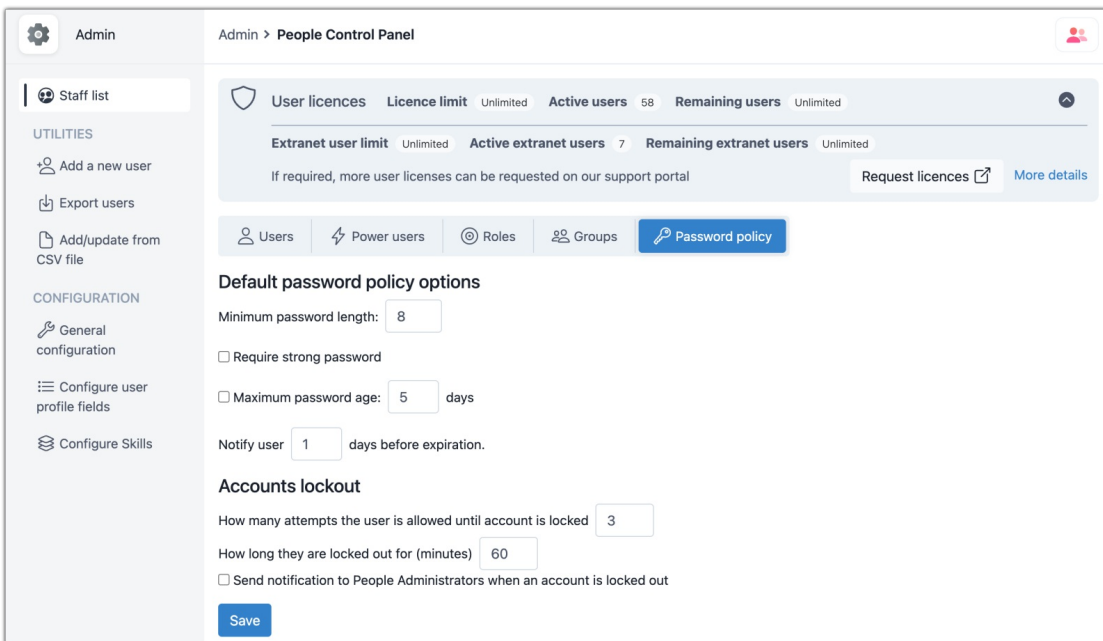
(Synced or SSO accounts have their passwords controlled externally and not in Claromentis)

Available options

Navigate to **Admin > People > Password policy**

The screenshot shows the 'Admin > People Control Panel' interface. The 'Password policy' option is highlighted with a red box. Below the navigation tabs, there is a search bar and a list of users. The user list includes Abigail Clark and Alan Metcalfe.

Photo	Full name	Email	Job Title	Role	Group	Extranet area	Last
	Abigail Clark	abigail@claromentis.com	Human Resources Assistant	none	Company, Human Resources, Learning and Development	Primary Area	30-12:10
	Alan Metcalfe	alan@claromentis.net	Sales Assistant	none	Company, Onboarding,	Primary Area	17-0.17:17



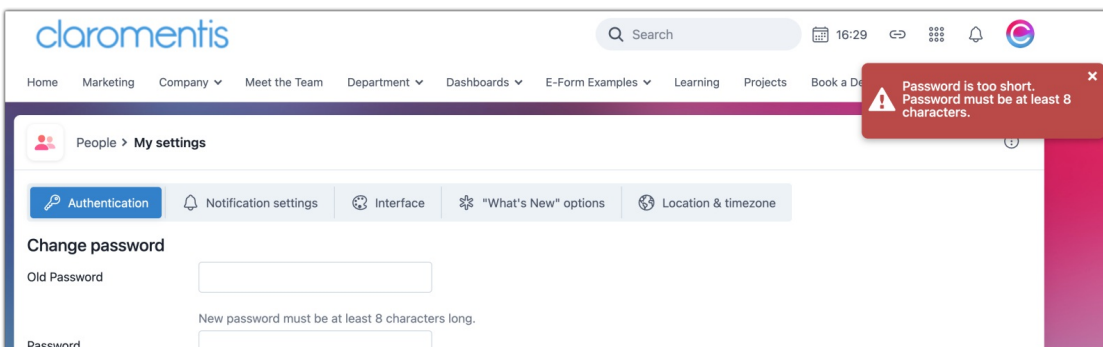
Default password policy options

- **Minimum password length:** Set minimum password length (8 is the minimum value)
- **Require strong password:** Enable the option to require a strong password (i.e. at least one upper case letter, a numeric or a special character)
- **Maximum password age:** Set how long a password can be used for before the system will prompt the user to set a new one.

Accounts lockout

- **The number of attempts allowed:** Set the number of attempts a user has to enter the correct login details
- **The length (minutes) users are locked out:** Set the period of time (in minutes) users are locked out for before their attempts reset, and they can try again.

If a user attempts to create a password that does not meet the password policy settings, this will be flagged on screens so they can self-rectify:



Created on 7 November 2025 by [Hannah Door](#)

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