

# Password Policy

This guide & video aims to show the password policy on the admin side of the People application defining password reset dates and strength.

## Password Policy

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

This area will allow you to configure certain settings for users' passwords.

The screenshot shows the 'Password policy' configuration page within the 'People Control Panel' admin interface. The page has a breadcrumb trail: Admin / People Control Panel. Below the breadcrumb, there are navigation tabs for Users, Power users, Roles, Groups, and Password policy (which is selected). On the right side, there are two utility sections: 'Utilities' with buttons for 'Add a new user', 'Export users', and 'Add/update from CSV file'; and 'Configuration' with buttons for 'General configuration', 'Configure user profile fields', and 'Configure Skills'. The main content area is titled 'Default password policy options' and includes the following settings: 'Minimum password length' set to 8; 'Require strong password' checked; 'Maximum password age' set to 5 days; 'Notify user' set to 1 days before expiration; 'Accounts lockout' section with 'How many attempts the user is allowed until account is locked' set to 3, 'How long they are locked out for (minutes)' set to 3, and 'Send notification to People Administrators when an account is locked out' checked. A 'Save' button is located at the bottom left of the configuration area.

### Default password policy options

- **Minimum password length:** Set minimum password length to at least a value of 8
- **Require strong password:** Enable the option to require a strong password (i.e. at least one upper case letter, a numeric and a special character)
- **Maximum password age:** Set the number of days that a password must be used before the user can change it

### Accounts lockout

- **The number of attempts allowed:** Set number of attempts allowed until the account is locked out
- **The length (minutes) users are locked out:** Set the period of time (in minutes) are locked out before users can try login again

**Please note:** If using Active Directory or SSO, the Password policy area is not needed.

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Created on 1 February 2022 by [Veronica Kim](#). Last modified on 1 August 2024

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