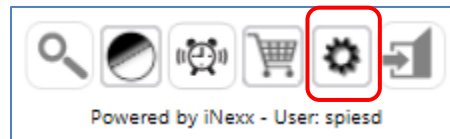


NOTE: If you change the Password Policy in the Command Center, it is vital that that the following steps are completed as well:

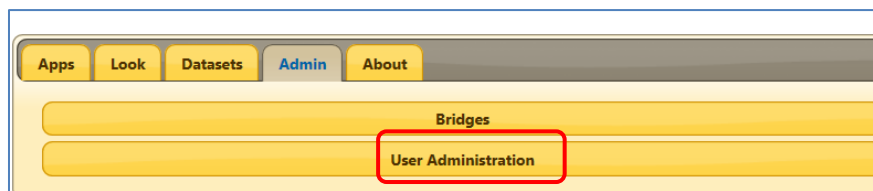
- A. **All** current passwords meet any changes to the policy
- B. **All** current users are aware of the changes to their passwords and the new policy (especially if their password was changed)

To make changes, follow the steps below:

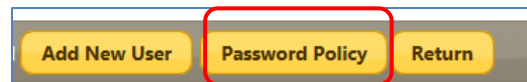
1. Select the Preference icon (the Gear next to the grocery cart) in the Upper right hand corner)



2. Select the **Admin** tab and then select **User Administration**



3. Select **Password Policy**



4. Make desired changes in the optional fields as seen below:

Edit Password Policy

Fields with a red asterisk () are required*

Password Format

Format used when creating new passwords

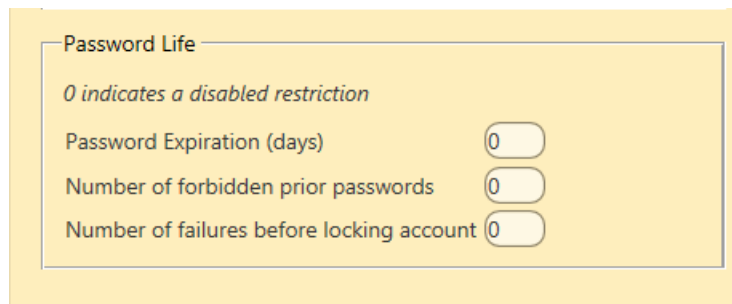
* Minimum Length

* Maximum Length

* Valid Characters *(At least one must be checked)*

	Allow	Require
Lowercase	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uppercase	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Digits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Special	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. You can also change the “life” or timeframe that a password is valid:



Password Life

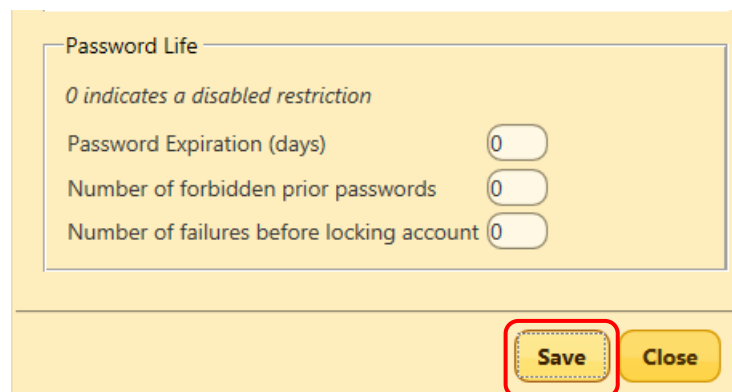
0 indicates a disabled restriction

Password Expiration (days)

Number of forbidden prior passwords

Number of failures before locking account

6. Once all changes are made, select **Save** as seen in the above screenshot.



Password Life

0 indicates a disabled restriction

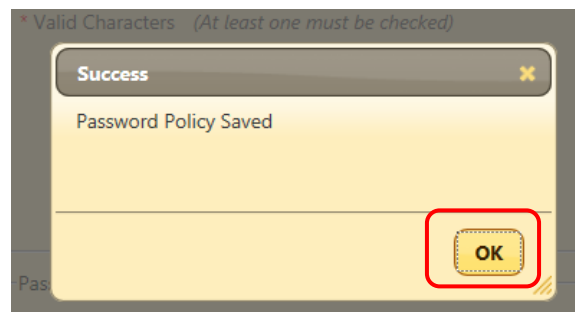
Password Expiration (days)

Number of forbidden prior passwords

Number of failures before locking account

Save Close

7. The following screen will appear. Select **OK**.



* Valid Characters (At least one must be checked)

Success

Password Policy Saved

OK

8. The **Edit Password Policy** screen will display again. Select **Close**.



Save **Close**