Quick Guide: Force Password Change

Individual Users

Security System > Manage Users > Search for name

Helpful Hint! *If you have difficulty finding an individual, "blank out" the School field and the Status field and you will see all users. Parent accounts do not have an assigned school and some accounts may have been deactivated.*
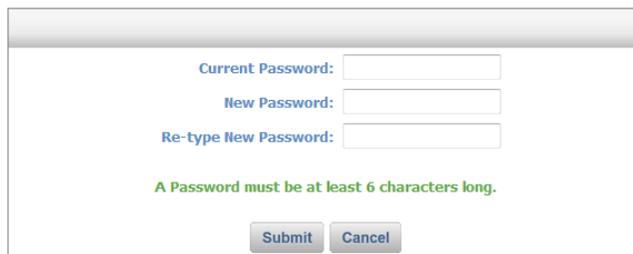
Click on name to open up the User Information page.

Scroll down to find the checkbox for "Force Password Change?"
Check the box to force the user to enter a new password when they next log in.

The next time the user logs in they will see the following box:

They will enter their current password, then enter their new password, and Submit.

Global change for ALL users – Staff, Parents, Students, etc.

Go to Security System > Password Parameters.

Password Expiration = 0
Left at zero and no expiration date.

Password Expiration = 1
In one (1) day ALL users will be forced to change their password.
Must be set back to 0 or everyone will be forced to change it again in 1 day.

Password Expiration = 2
In two (2) days ALL users will be forced to change their password.
Must be set back to 0 or everyone will be forced to change it again in 2 days.

Password Expiration = 90
Many districts set it to 90 so that ALL users are forced to change their password every ninety (90) days.

Alternative method:

Go to System Configuration > Parameter Maintenance

Select Application = TEAM
Select Parameter Group = Security

Find the Parameter Name = Password Expiration

Enter desired number of days and Submit.