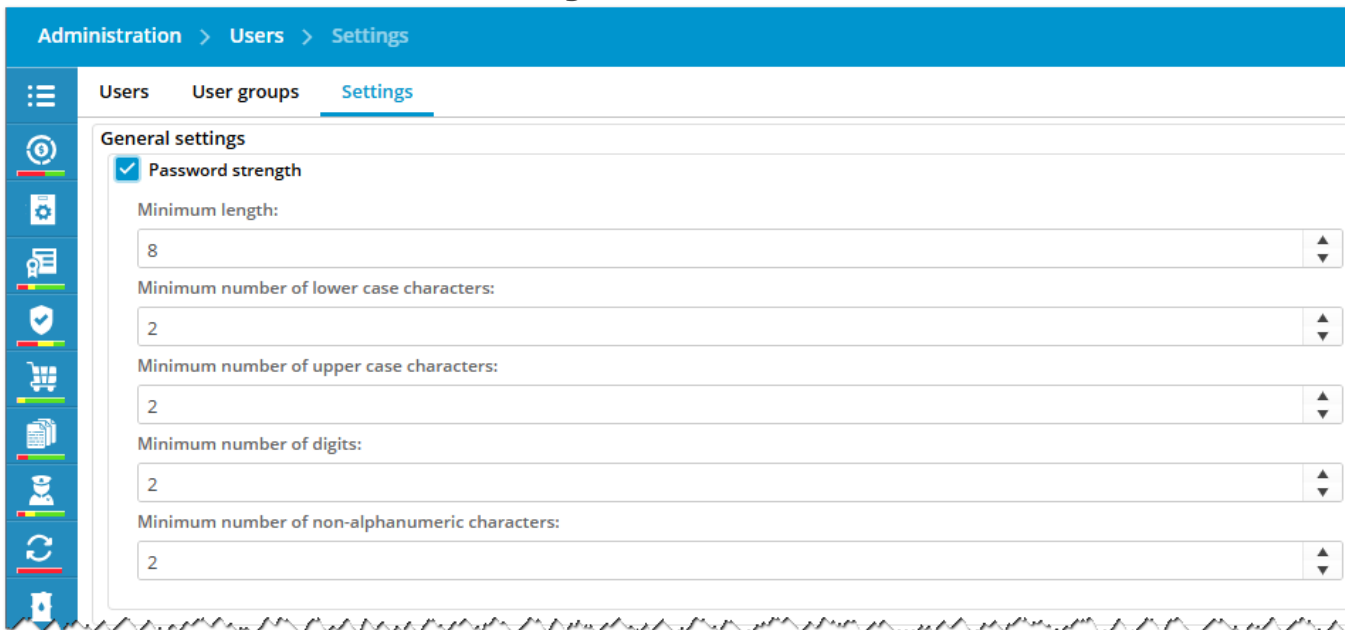


How do I set my password policy?

1. Go to **Administration > Users > Settings**
2. Enable the tickbox for **Password strength**



The screenshot shows the 'Administration > Users > Settings' page. The 'Settings' tab is active, and the 'Password strength' checkbox is checked. The following settings are visible:

- Minimum length: 8
- Minimum number of lower case characters: 2
- Minimum number of upper case characters: 2
- Minimum number of digits: 2
- Minimum number of non-alphanumeric characters: 2

3. Configure your password strength
 1. Fill in the minimum length of a password. Recommended is a minimum of 8 characters.
 2. Configure the policy of character types:
 - *Lower case* example: abcdefg
 - *Upper case* example: ABCDEFG
 - *Digits* example: 123456
 - *Non-alphanumeric* example: !@#\$%^&
4. Click on **Save**.

Note:

If the password policy is changed, it will be changed for the entire fleet (office + all other locations)

If the current password of a user does not comply with the password policy, the user is requested to change the password immediately at login.

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