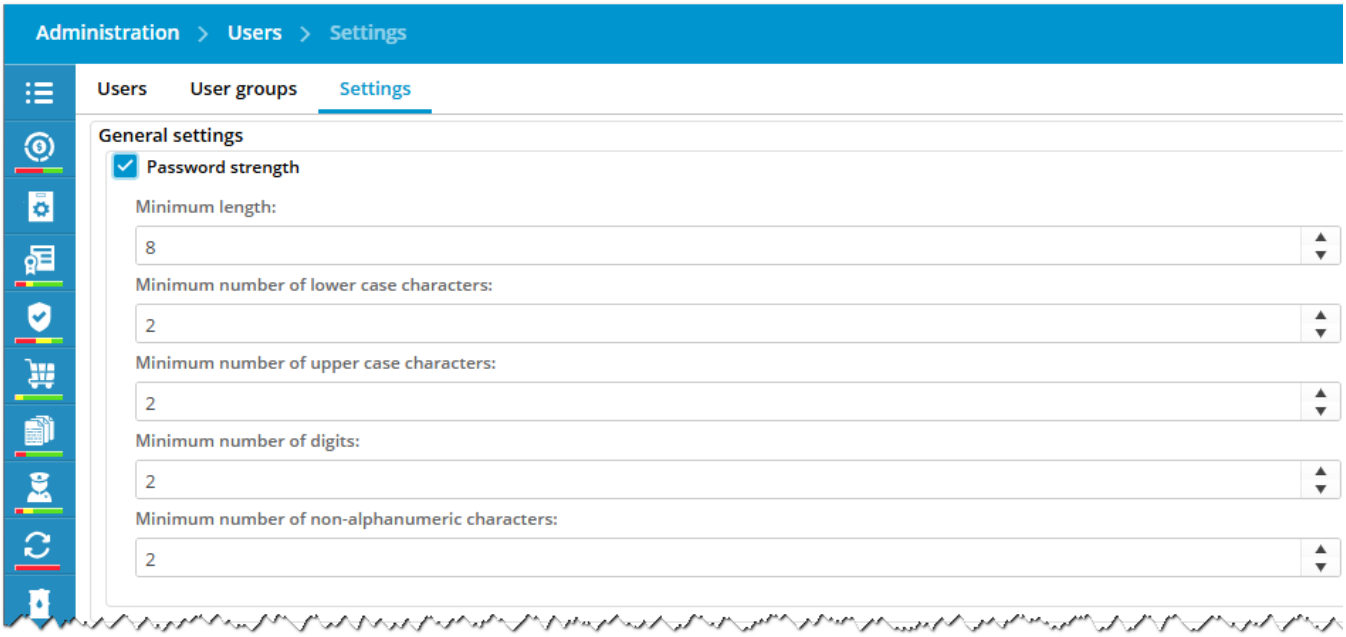
How do I set my password policy?

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



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.

Revision #2
Created 2024-11-05 10:23:15 UTC by MXSuite
Updated 2025-02-04 09:26:55 UTC by Peter van Driel