

Password Management Guide

November 5, 2018



Password Management Guide

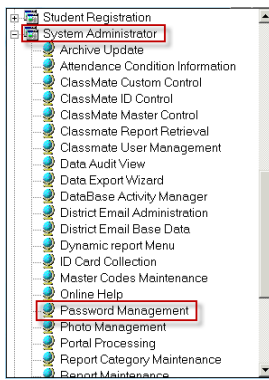
Overview:

To assist schools with meeting state auditing requirements concerning password lengths and durations ClassMate is has added a brand new module titled: Password Management. This module will allow System Administrators to establish minimum password lengths, minimum # of numeric characters for passwords, password duration, and notification timeline.

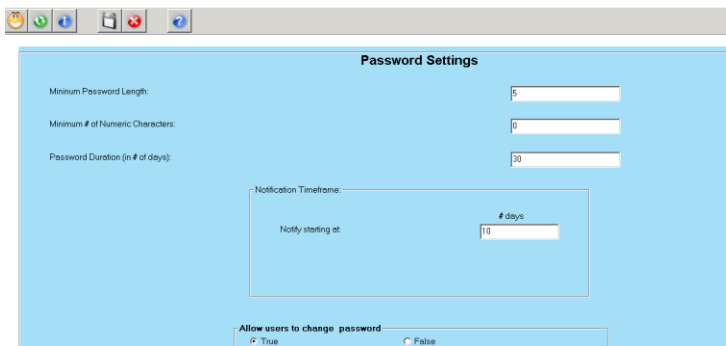
** If planning to enable this feature, please contact ClassMate Help Desk beforehand, so we can set the date you last reset to today's date. This avoids a situation where everyone gets locked out because the last reset date is a defaulted 1/1/1900. **

Password Management Setup Steps:

- 1) Go to Modules > System Administrator > Password Management



- 2) When the Module opens you will then be able to establish the password settings.



- 3) To establish the Minimum Password Length click in the box across from Minimum Password Length.



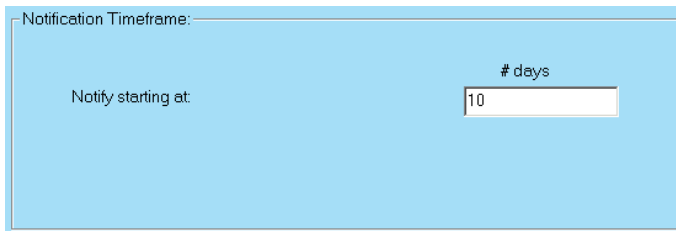
- 4) To establish the Minimum # of Numeric Characters that users will need to have in their passwords click in the box across from Minimum # of Numeric Characters.



- 5) To establish the Password Duration (in # of days) click in the box across from Password Duration (in # of days) and enter the # of days.



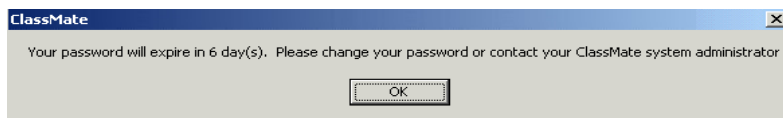
- 6) To establish when users will start receiving notifications in ClassMate that their password is expiring click in the box across from Notify starting at and enter the # of days.



- 7) If not already set to True make sure to click * True for Allow users to change password. This item must be marked True to utilize this functionality.



- 8) When the Notifying starting at day is reached when users log into ClassMate they will receive a message stating: Your password will expire in # day(s). Please change your password or contact your ClassMate System Administrator.



At this time users can click Ok. Users should then proceed to the Application User Default Icon on the top toolbar to perform the steps to change their password.

Please share the ClassMate User Password Change directions with all of your ClassMate users as these directions will assist users with changing their passwords.

- 9) If users do not adhere to the messages about when their password will expire and change their password before the expiration day limit is reached then when the day limit is reached the next time the user attempts to log in they will receive a message stating “Your Password has expired. Please contact your ClassMate System Administrator to re-set it.” The user will contact the ClassMate System Administrator who will then need to use ClassMate User Management and re-set the users password.

ClassMate User Password Change

Overview:

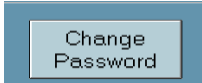
These directions review the steps that users will need to take to change their ClassMate password if the * Allow Users to Change Password option is enabled at their site or if their site is using the Password Expiration/Notification functionality.

Password Change Steps:

1) Click the Smile Face icon (the words Application User Defaults will appear when you hold your mouse over the icon)



2) When the User Defaults window appears click the Change Password Button



3) Enter your new password in the first box. Re-type your new password again in the second box



Change Password for: classmate

Enter your New Password

Re-Type your New Password

4) Click the Save button (the Floppy Disk) at the top of the module in the tool bar

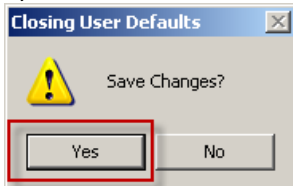


5) Click OK when the Password Change Message box appears

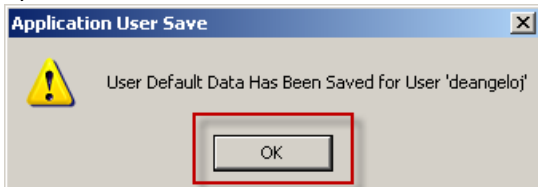


7) Click the click the Red X at the top of the module to Close the User Default Screen

8) Click Yes when the Save Changes window appears



9) Click OK when the User Default Data Has Been Saved for User 'your username'



10) You will then be returned to the main Classmate Screen (System Navigator). The next time you log into Classmate you will need to use the new password you just set.