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2 Password Management

One of the most crucial components in maintaining the security of your WAM!NET® Services lies with password protection. Managing individual passwords or the passwords of an entire organization can be a daunting task. With WAM!NET® Info CenterSM you can manage your passwords efficiently with our intuitive password management tools.

2.1 Password Management for Users

2.1.1 Forgotten Password

- In the event you forget your password, simply click on the “Forgot Password” link located to the right of the Password field on each of the WAM!NET Service login screens.
- Once you have clicked on the “Forgot Password” link, a new browser window will open and you will be asked to enter your user name. You may also be asked to answer a pre-determined security question to verify your identity.
- After these steps have been completed, a confirmation of the password change will appear at the top of the screen. An email will be sent to the email address associated with your account. The email will contain a temporary password along with a link to Info Center where you must change the temporary password to a password of your choice.

2.1.2 Password Expiration Notifications

- Periodically you may receive an email regarding the expiration of your password. The email will contain a link where you may change your password. Enter the required information and click the “Update Password” button to confirm.

2.1.3 Update User Account Information

- If you attempt to log in using an expired password you will be directed to the “Update User Account” screen within Info Center.
- Simply enter the required information, correct any existing information, and click on the “Update Account” button. If successful, you will receive a confirmation at the top of the screen with a link to take you back to the WAM!NET Service you initially intended to access.

Update User Account

Your password has expired and must be changed.

User Information

*User:	pedward3	
*New Password		Your password must contain at least 5 characters.
*Confirm New Password		Please re-enter the new password.
*Forgot Password Security Question:	What's your father's middle name?	Selecting a security question will allow you to utilize the "Forgot Password" feature on the login page.
*Security Question Answer:		Enter the answer to the security question.
*First Name:	Peter	
*Last Name:	Edward	First Name and Last Name appear in welcome screen.
*E-Mail Address:	pedward@wamnet.com	
Preferred Language:	English	
Service Announcements:	Yes	

2.2 Password Management for Administrators

2.2.1 Global User Settings

Global User Settings is accessed by selecting "Global Settings" from the USERS menu dropdown. Global Settings allow Administrators to apply rules regarding password policies for all Users associated with your organization. Select the appropriate check boxes and enter the parameters that best meet your security requirements.

Note: Global Settings functions will only be displayed if you have Customer Administrator permission.

Global User Settings

Password Expiration

Enable Automatic Password Expiration: Allows passwords to automatically expire after a specific period of time. If selected, you must enter the number of days in the next field.

Expire Passwords After: Days Enter the automatic password expiration interval. Allowable values are 15 to 365 days.

Password Strength

*Minimum Password Length: Enforce a minimum length for users' passwords. Allowable values are 5 to 20 characters.

Require Alpha, Numeric, and Special: Requires users to use alpha, numeric and special characters in passwords.

Don't allow User Name: Will not allow users to include the user name as part of the password.

Disallow Consecutive Digits: Will not allow users to include consecutive numbers or more than two repeated characters in the password.

Disallow Previous Passwords: Requires users to use passwords they have not used previously.

Previous Passwords Stored: Number of stored passwords to check against a new password. Allowable values are 0 to 12 passwords.

2.2.1.1 Password Expiration

If enabled, this feature allows passwords to automatically expire after a specific period of time. Please note that this feature is applied instantly against your users' last password change and may require a majority of your users to change their password the next time they log in. If enabled, you must enter the number of days (between 15 and 365 days) in the next field.

2.2.1.2 Password Strength

The features in the Password Strength section of Global Settings allow you to manage the characteristics of your users' passwords. Please select the features you wish to enable using the checkboxes and fields provided. Consult the built-in help text next to each field for specific information regarding these options.