

By default the Learning Nexus LMS does not have password security enforced, but site administrators are able to enforce and modify the security setting for their site.

To access the relevant controls:

1) From the Main Menu, click on the Administration option:

	Learning roois	Reports & C	Certificates 🕴 🍝	User
🕹 Ac	Iministration	Search the cou	irse catalogue	
Main	Menu			
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2) This will take you to the **Modify Site Menu** where you will see several options. Click on **Modify Site Settings:**



3) You will now see a page displaying all the settings for your site. Scroll to the bottom where you will find the **Security Settings** section. To enable the security settings, place a tick in the **Enforce a secure password policy box**:

neral Settings: -	Note: * denotes a required field
Site Title:*	Default
Restrict the number of users:	
Allow Site Administrators to delete users:	
Calculate assessment achievement using:	Last Score 💌
Allow users to print their own certificates:	
Do not allow users to view their certificate:	
w User Settings: -	
Auto-generate suggested familiar name:	
	Forename Y Surname
Auto-generate suggested User ID:	
	Forename 🌱 Dot (.) 🛛 👻 Surname 👻
Use a default password for new users:	
splay Settings: -	
Show the top-level subject areas:	
Show the Learning Priorities Tool:	
Show the Learning Methods Tool:	
Show the Training Needs Analysis Tool:	×
Show the Risk Assessment Module:	
Show the border on certificates:	
Launch the courses using the full screen:	
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Show the Risk Assessment Module: Show the border on certificates: Launch the courses using the full screen:	

4) The **Security Settings** section will expand to display all the options available:

5	Security Settings: -	
	Enforce a secure password policy:	
	Minimum password length (characters):	1 💌
	Minimum non-alphanumeric characters:	0 🗸
	Minimum numeric characters:	0 💌
	Minimum capital letters:	0 💌
	Password history length (to prevent re-use): ('0' disables password history checking)	0 💌
	Minimum password duration (days): ('0' allows immediate repeated password changes)	0
	Maximum password duration (days): ('0' allows non-expiring passwords)	0
	Account lockout threshold (incorrect attempts): ('0' disables account lockout)	0
	Account lockout duration (hours): ('0' permanently locks account)	0
	Notify all Site Administrators of account lockouts:	

Here you will be able to make your selections about the minimum requirements that you want to apply to passwords for users registered on your site (i.e. password length, number of capital letters the password must contain, etc.)



5) Once the settings to be applied to the site have been modified, save the changes you have made by clicking on the **Update** button at the bottom left of the screen:

Enforce a secure password policy:	
Minimum password length (characters):	1 💌
Minimum non-alphanumeric characters:	0 🗸
Minimum numeric characters:	0 🗸
Minimum capital letters:	0 💌
Password history length (to prevent re-use): ('0' disables password history checking)	0 💌
Minimum password duration (days): ('0' allows immediate repeated password changes)	0 💌
Maximum password duration (days): ('0' allows non-expiring passwords)	0 💌
Account lockout threshold (incorrect attempts): ('0' disables account lockout)	0 💙
Account lockout duration (hours): ('0' permanently locks account)	0 💌
Notify all Site Administrators of account lockouts:	