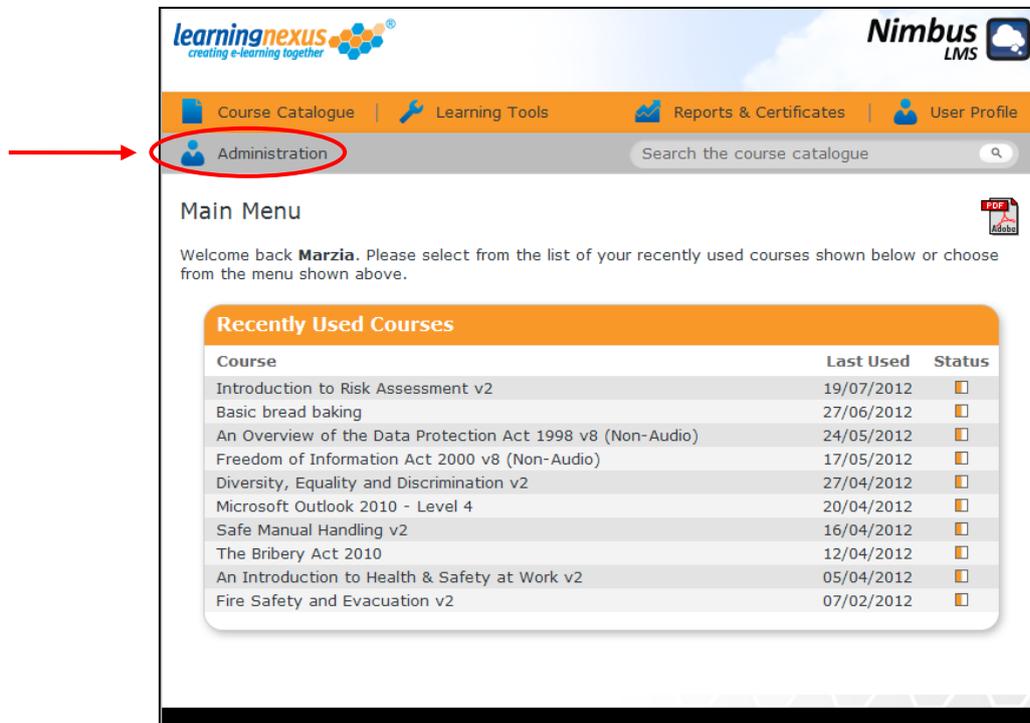


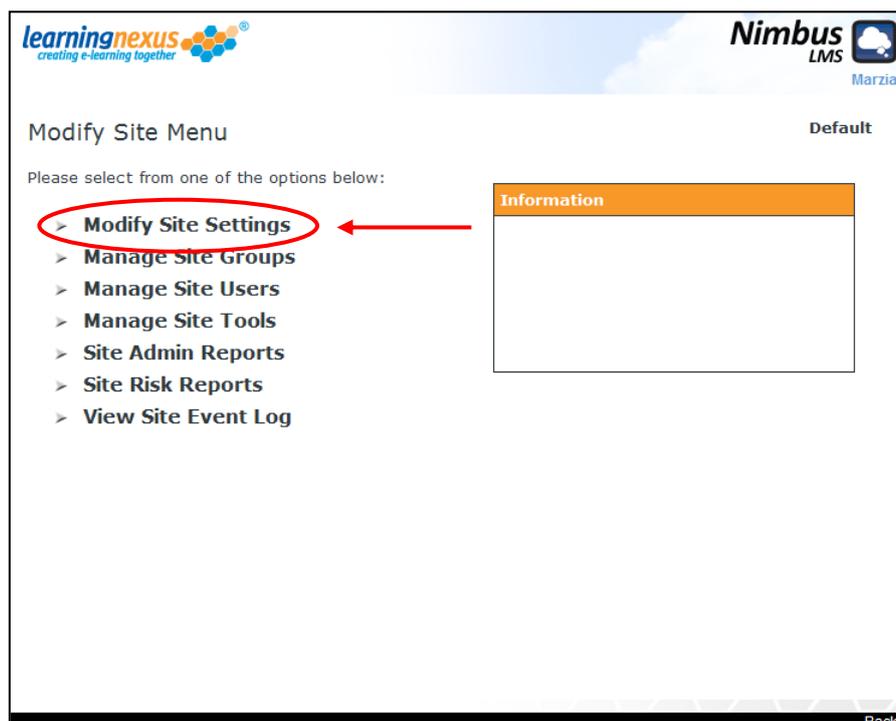
By default the Learning Nexus LMS does not have password security enforced, but site administrators are able to enforce and modify the security setting for their site.

To access the relevant controls:

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



- 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:

Modify Site Settings

Please modify the settings for the site and then click 'Update' to save the settings or 'Cancel' to return to the previous page.

General Settings: - Note: * denotes a required field.

Site Title:*	<input type="text" value="Default"/>
Restrict the number of users:	<input type="checkbox"/>
Allow Site Administrators to delete users:	<input checked="" type="checkbox"/>
Calculate assessment achievement using:	<input type="text" value="Last Score"/>
Allow users to print their own certificates:	<input checked="" type="checkbox"/>
Do not allow users to view their certificate:	<input type="checkbox"/>

New User Settings: -

Auto-generate suggested familiar name:	<input checked="" type="checkbox"/>	Forename <input type="text"/>	Surname <input type="text"/>	
Auto-generate suggested User ID:	<input checked="" type="checkbox"/>	Forename <input type="text"/>	Dot (.) <input type="text"/>	Surname <input type="text"/>
Use a default password for new users:	<input type="checkbox"/>			

Display Settings: -

Show the top-level subject areas:	<input checked="" type="checkbox"/>
Show the Learning Priorities Tool:	<input checked="" type="checkbox"/>
Show the Learning Methods Tool:	<input checked="" type="checkbox"/>
Show the Training Needs Analysis Tool:	<input checked="" type="checkbox"/>
Show the Risk Assessment Module:	<input checked="" type="checkbox"/>
Show the border on certificates:	<input checked="" type="checkbox"/>
Launch the courses using the full screen:	<input checked="" type="checkbox"/>
Show a toolbar on the course window:	<input type="checkbox"/>

Security Settings: -

Enforce a secure password policy:	<input type="checkbox"/>
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- 4) The **Security Settings** section will expand to display all the options available:

Security Settings: -

Enforce a secure password policy:	<input checked="" type="checkbox"/>
Minimum password length (characters):	<input type="text" value="1"/>
Minimum non-alphanumeric characters:	<input type="text" value="0"/>
Minimum numeric characters:	<input type="text" value="0"/>
Minimum capital letters:	<input type="text" value="0"/>
Password history length (to prevent re-use): ('0' disables password history checking)	<input type="text" value="0"/>
Minimum password duration (days): ('0' allows immediate repeated password changes)	<input type="text" value="0"/>
Maximum password duration (days): ('0' allows non-expiring passwords)	<input type="text" value="0"/>
Account lockout threshold (incorrect attempts): ('0' disables account lockout)	<input type="text" value="0"/>
Account lockout duration (hours): ('0' permanently locks account)	<input type="text" value="0"/>
Notify all Site Administrators of account lockouts:	<input type="checkbox"/>

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:

Security Settings: -

Enforce a secure password policy:	<input checked="" type="checkbox"/>
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:	<input type="checkbox"/>

Update **Cancel**