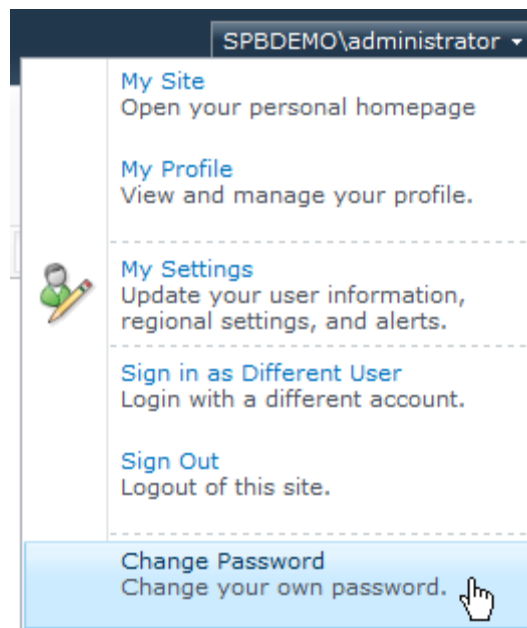


Password Change Tutorial for SP 2010

SharePoint Password Change gives site collection administrators the options to allow AD users or Local NT users to change their own passwords on SharePoint without administrator intervention. Password Change also allows you to send expiration notification emails to warn users before their passwords expire, send confirmation emails after users have successfully changed their passwords, and store all password change attempts in a convenient administrator's log.

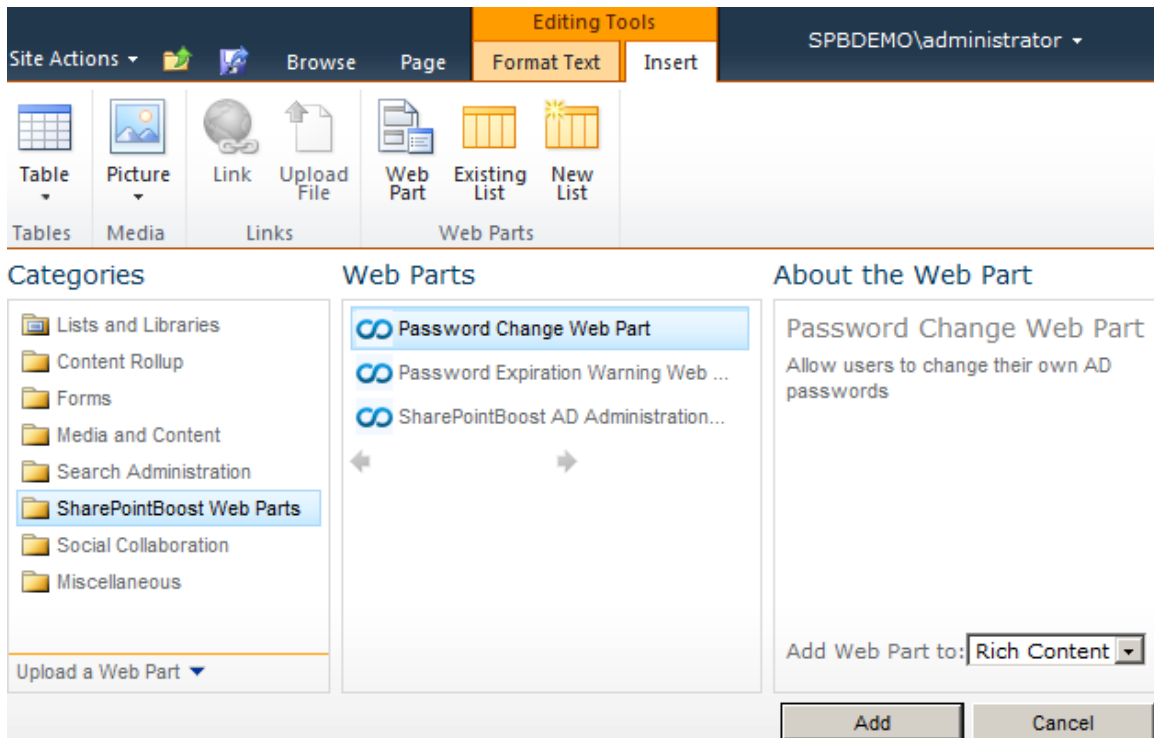
How to Add Password Change Web Part and Password Expiration Warning Web Part

After installing SharePoint Password Change, an additional option will be available in the users' main dropdown menu.



You can also choose to add a Password Change Web Part and Password Expiration Warning Web Part to any SharePoint site in your site collection.

To do so, go to the page where you would like to add the web parts, click **Site Actions** at the top of the page, and then click **Edit Page** to modify the site. Click on the **Insert** tab under Editing Tools, and then click **Web Part**.

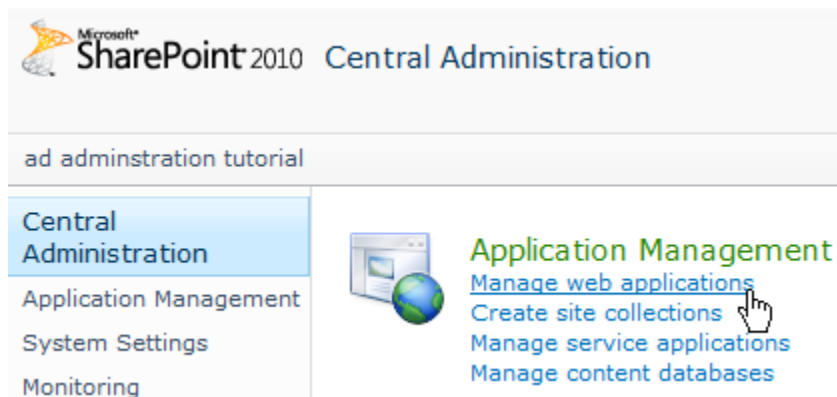


In the Categories box, select SharePointBoost Web Parts, and then add either or both web parts by selecting them and clicking **Add**.

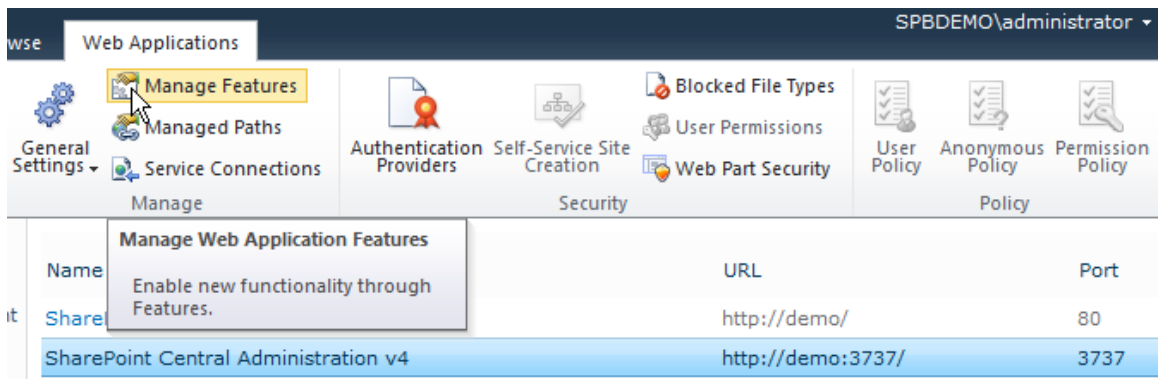
How to Activate the Password Change Web Part

The Password Change web part has to be activated before it can be used.

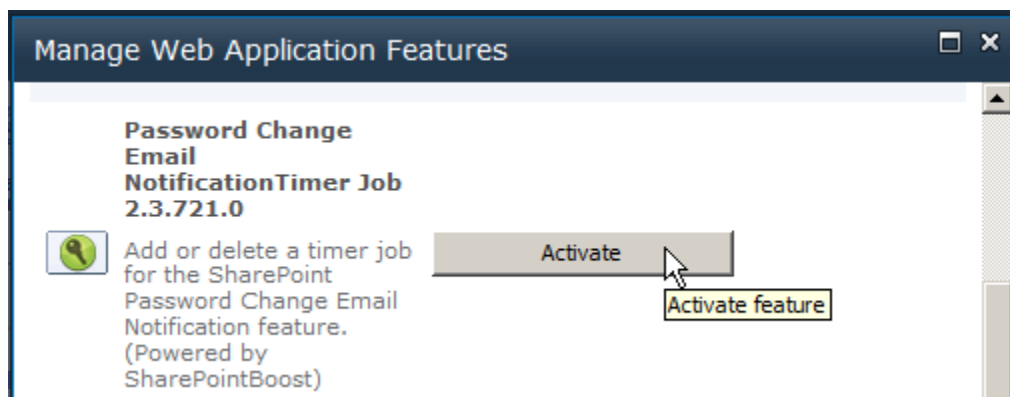
From the SharePoint Central Administration homepage, click **Manage web applications** under Application Management.



Select the web application to which you want to apply Password Change, and then click **Manage Features**. This will open up the Manage Web Application Features window.



Locate Password Change Email Notification Timer Job, and then click **Activate**.

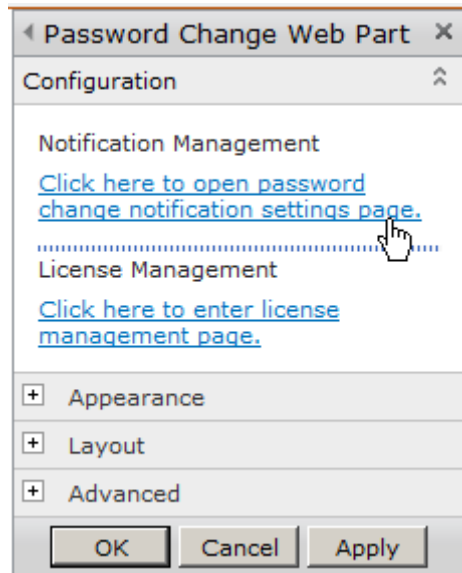
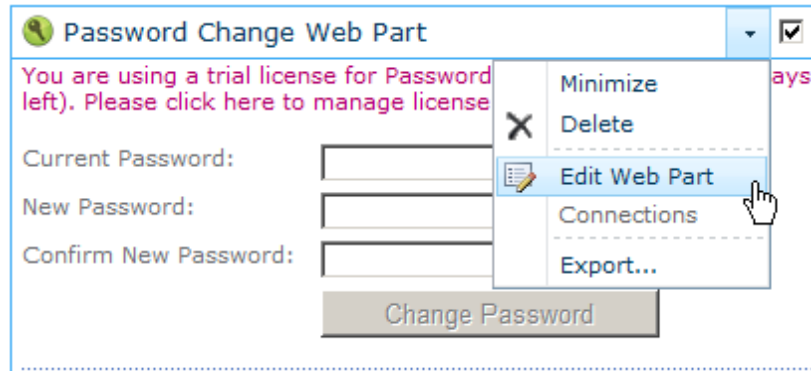


How to Configure Password Change

The Password Change Web Part

To access the Password Change Settings page, open the **Site Actions** dropdown menu and then click the **Site Settings** button. Under Site Collection Administration, click **Password Change settings (Powered by SharePointBoost)**.

You can also access this settings page directly from the Password Change Web Part, see below:



The Password Change Settings page is divided into 4 sections. Each section has to be enabled before it can be edited. To enable a section, click the corresponding checkbox on the left.

The Password Expiration Notification section lets the administrator select if he or she would like to send a password expiration notification email to users.

Password Expiration Notification

Send an email notification to users to warn them before their passwords expire.

Email notification schedule

days before expiration date: send the first notification email to users (required)

days before expiration date: send the second notification email to users (optional)

days before expiration date: begin sending daily notification emails to user (optional)

Exempt users/groups

Enter the site groups/users to that will be excluded from the notification policy (they will not receive notifications)



Email content

Subject

Message



Current Time:[Current Date & Time]
Username:[Username]
Days until password expires:[Days until password expires]
Time password expires:[Time password expires]

Send message in HTML format

CC/BCC to administrator

Choose a carbon copy option:

CC BCC

Administrator email address(es):

The first three boxes let the administrator decide when and how often email notifications should be sent before a password expires. Enable the feature by checking the **Password Expiration Notification** checkbox, and then set how you intend to send the notifications. Note that the first box must contain a numerical value greater than 0. The last two boxes are optional.

Next, specify the site groups and users you want to exclude from the notification policy. For example, if somebody is on long-term leave or sabbatical, the administrator has the option to not send them password notification emails.

Then, customize the password notification email subject and content the way you want to. The message body supports rich text features and sending emails in HTML format (plain text emails are also possible). The **Insert expression...** dropdown box allows you to insert expressions corresponding to the user name, the time when the password expires, days left before the password expires, and so on.

Finally, choose if you want administrators to be notified when a notification is sent to a user. Administrators can choose to receive carbon copies (as CC or BCC) of expiration notifications each time an email is sent.

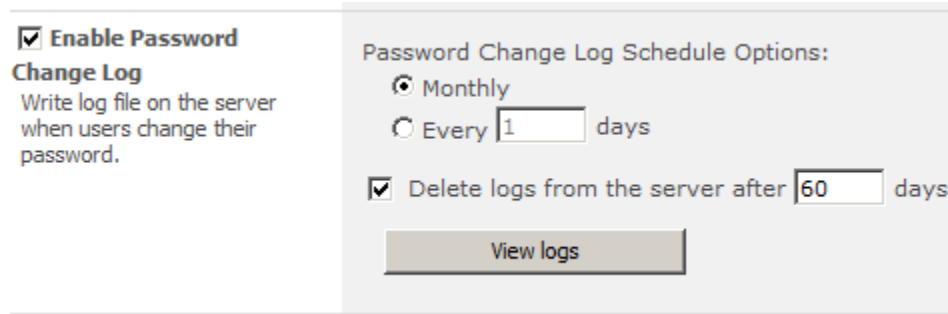
The Password Change Email Confirmation section allows the administrator to specify whether or not a confirmation email should be sent to the users after they have successfully changed their passwords. Check the **Password Change Email Confirmation** checkbox to enable this feature.

The screenshot shows a configuration interface for Password Change Email Confirmation. It is divided into several sections:

- Checkbox:** **Password Change Email Confirmation**
Send a confirmation email to users after their passwords have been successfully changed.
- Exempt users/groups:** Enter the site groups/users to that will be excluded from the notification policy (they will not receive notifications).
Text input: Peter Eddie ; Dan Jones
- Email content:**
 - Subject:** Your password has been changed.
Dropdown: [Insert expression...]
 - Message:** The change time is [Current Date & Time]; and you must change the password again before [Time password expires].
Rich text editor with various icons (bold, italic, underline, link, etc.).
 - Dropdown: [Insert expression...]
 - Send message in HTML format
- CC/BCC to administrator:**
 - CC/BCC to administrator**
 - Choose a carbon copy option:
 CC BCC
 - Administrator email address(es):
Text input: administrator@sharepointboost.com

As in the Password Expiration Notification section, you can select accounts that should be excluded from receiving confirmation emails, customize the email content, and whether or not administrators should be notified if a user changes his or her password.

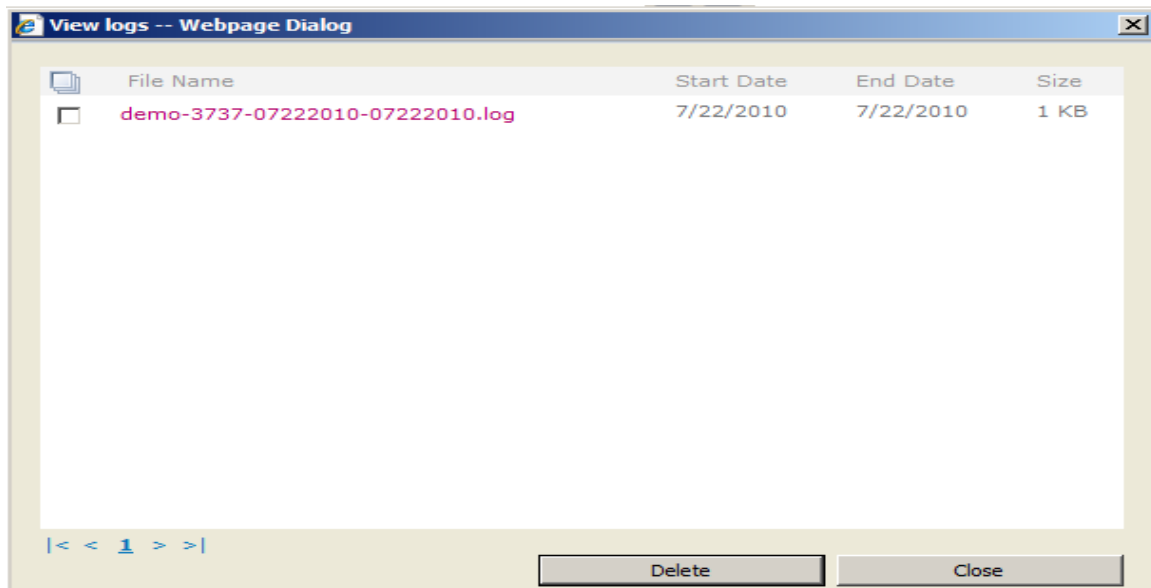
The Password Change Log section allows the administrator to set the password log options. Check the **Enable Password Change Log** checkbox to enable this feature.



The screenshot shows a configuration window for the Password Change Log. On the left, there is a checkbox labeled "Enable Password Change Log" which is checked. Below it, a description reads: "Write log file on the server when users change their password." On the right, under the heading "Password Change Log Schedule Options:", there are two radio buttons: "Monthly" (selected) and "Every 1 days". Below these, there is a checked checkbox labeled "Delete logs from the server after 60 days". At the bottom of the right section is a button labeled "View logs".

Under Password Change Log Schedule Options, specify how often a new log file should be created. It can either be set to create a new file monthly, or after a number of days (as specified by the administrator). The **Delete Logs** checkbox gives the user the option to delete the logs after a specified number of days.

The **View logs** button opens up a new window that allows you to select and view the log files. It also gives you the option to delete log files.



The log files will be saved as .log files and can be edited in Notepad. Click on a file name to open and edit it.

The last section lets the administrator customize the SMTP server settings. There is no need to customize these settings if the SMTP server settings are already configured in SharePoint Central Administration. The administrator can change these settings when he or she wants to specify customized settings for outgoing emails.

Use custom SMTP

server settings

You don't need to configure this setting if you have configured web application outgoing e-mail server settings in SharePoint Central Administration unless you want to send alert emails using custom SMTP server settings.

SMTP domain name or IP address:

smtp.sharepointboost.com

Port:

25

From display name (this will be displayed in the From field of each email notification):

Password Change

From address (this will be set as the default From address for each email notification):

from@sharepointboost.com

Reply-to address (this will be set as the default reply-to address for each email notification):

reply@sharepointboost.com

Use default Windows user login credentials

Use custom user login credentials

User Name: from@sharepointboost.com

Password: ●●●●●●●●

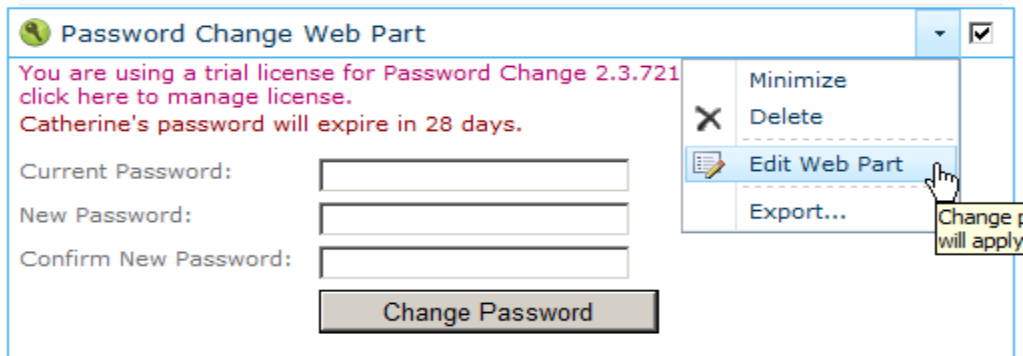
Enable SSL connection

Send Test Email

Once configured, test the SMTP settings by clicking on **Send Test Email** to send a test email to the email address you specify.

Click **OK** to save the current settings.

The administrator has the option to customize the SharePoint Password Change web part. To customize it, click the web part dropdown menu, and then click **Edit Web Part**.



Password Change Web Part

You are using a trial license for Password Change 2.3.721.0 (29 days left).
Please click [here](#) to manage license.

Catherine's password will expire in 28 days.

Domain:	<input type="text" value="SPBDemo.local"/>	The Password must contain letters and numbers, and has to have a minimum length of 8 characters
Account:	<input type="text" value="catherine"/>	
Current Password:	<input type="password"/>	
New Password:	<input type="password"/>	
Confirm New Password:	<input type="password"/>	
<input type="button" value="Change Password"/>		

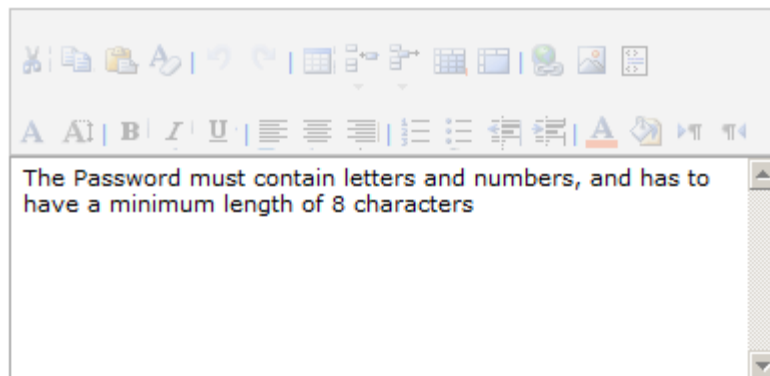
Password Change Web Part Configuration

Allow users to specify domain and account

Display password policy

Dock

Your new password must meet the following requirements:

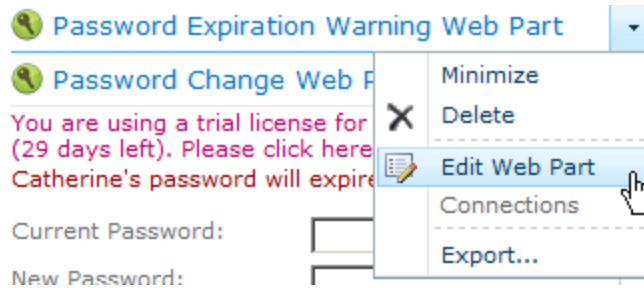


Here you can specify whether or not the user is allowed to specify the domain and the account to be changed, and to give more detailed information on the password policy. You can also specify where to display the additional information on the password policy. Please note that this is just a description of the password policy specified in the Default Domain Security Settings. The password policy settings have to be modified in the Default Domain Security Settings.

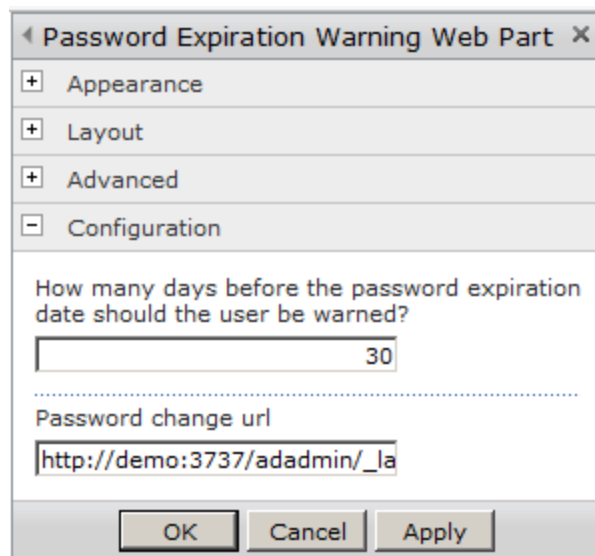
The SharePoint Password Expiration Warning Web Part

The Password Expiration Warning Web Part can warn you with a message on web pages before your password expires, prompting you to change the password and providing a link that takes the user to the Password Change site.

To edit it, click the web part dropdown menu, and then click **Edit Web Part**.



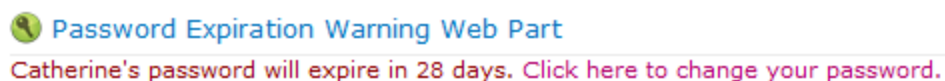
The web part allows the administrator to customize warning days and input a password change URL.



The password change URL redirects users to the password change page.

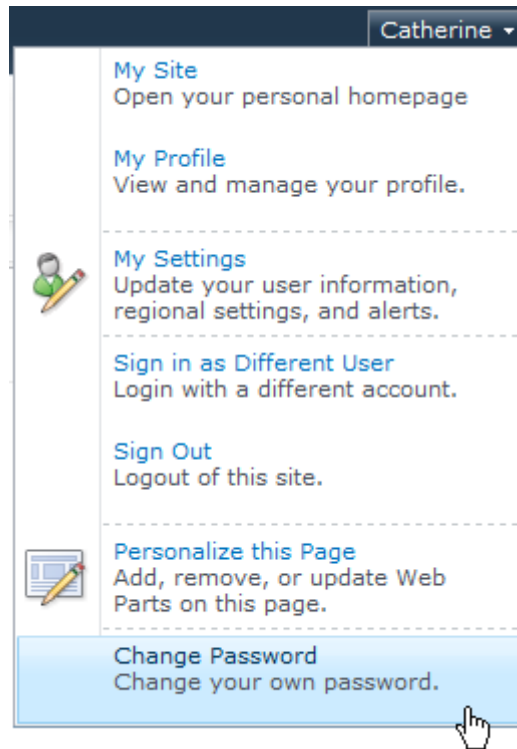
Click **OK** to save the current settings and exit from the settings page.

When you log on to the page, the web part will display a warning message and a link (**Click here to change your password**). You can click on the link to go to the change password page.



How to Change a Password with the SharePoint Password Change Web Part

The users can also access the change password page by clicking **Change Password** from the main dropdown menu of the current site or change the password directly from within the Password Change Web Part.



On the Password Change page, or from within the web part, the user must enter his current password, his new password, and confirm his new password.

Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>
	<input type="button" value="Change Password"/>

Based on the settings of the Password Change Web Part, the user might also be required to enter the domain and the account name in order to change the password. Please note that these options are only available in the Password Change Web Part.

After the password has been changed successfully, a message will notify the user and prompt the user to log in with the new password.

Password Change Web Part

You are using a trial license for Password Change 2.3.721.0 (29 days left).
Catherine's password will expire in 41 days.

You can only change your password after 7/24/2010 2:58:31 PM.

Current Password:

New Password:

Confirm New Password:

Catherine Brown's password has been changed successfully.

