

Managing Password Requirements

As a site administrator, you can control the password settings of Facility Scheduler users, including how strong a password must be, how long before a password expires, and how long before a password can be used again.

1. On the **Administration** tab, click **Options**.
2. Click the **Site Settings** tab.
3. Under **Password Strength**, select the password strength requirement. The weakest setting is to the far left; the strongest to the far right.
4. Click **OK**.

1. On the **Administration** tab, click **Options**.
2. Click the **Site Settings** tab.
3. Under **Password Expiration**, clear the **Passwords Never Expire** option.
4. Select the number of days after which the password expires. The lower the number, the more secure your system.
5. Click **OK**.

1. On the **Administration** tab, click **Options**.
2. Click the **Site Settings** tab.
3. Under **Saved Passwords**, select the number of previous passwords that are rejected when the user is setting a new password. The higher the number, the more secure your system.
4. Click **OK**.

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