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**.

			Editing To	ols	SPRDEMO\administrator -
Site Actions 👻 🔰	🖗 🛛 Browse	Page For	nat Text	Insert	SPDDEMO (aufministrator +
Table Media	nk Upload File	Web Part Existing Web Part	New List		
Categories	W	/eb Parts			About the Web Part
<ul> <li>Lists and Libraries</li> <li>Content Rollup</li> <li>Forms</li> <li>Media and Content</li> <li>Search Administration</li> <li>SharePointBoost Wee</li> <li>Social Collaboration</li> <li>Miscellaneous</li> </ul>	on eb Parts	Password Cha Password Exp SharePointBoo	nge Web F iration War st AD Adm	Part ning Web inistration	Password Change Web Part Allow users to change their own AD passwords
Upload a Web Part 🔻					Add Web Part to: Rich Content 💌
					Add Cancel

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.

SharePoint 2010	Central Administration
ad adminstration tutorial	
Central Administration	Application Management
Application Management	Create site collections
System Settings	Manage service applications
Monitoring	Manage content databases

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.

ws	e We	b Applications				SPE	3DEMO\adm	inistrator 🗕
Se	eneral ttings +	Manage Features Managed Paths Service Connections Manage	Authentication Providers	Self-Service Site Creation Security	Blocked File Types Bocked File Types Web Part Security	User Policy	Anonymous Policy Policy	Permission Policy
+	Name	Manage Web Applicatio Enable new functional Features.	n Features		URL	2		Port
ii.	Share	Point Central Administr	ation v4		http://demo/	3737/		80 3737

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

Mana	ge Web Application Fea	tures	×
۲	Password Change Email NotificationTimer Job 2.3.721.0 Add or delete a timer job for the SharePoint Password Change Email Notification feature.	Activate Activate feature	
	(Powered by SharePointBoost)		

### 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:

🔇 Password Change Web Part		-	◄	
You are using a trial license for Password left). Please click here to manage license	×	Minimize Delete		ays
Current Password:		Edit Web Part		
New Password:		Connections	2	2
Confirm New Password:		Export		
Change F	ass	word		-

Password Change Web Part	×
Configuration	~
Notification Management <u>Click here to open password</u> <u>change notification settings page.</u> License Management <u>Click here to enter license</u> <u>management page.</u>	
+ Appearance	
+ Layout	
+ Advanced	
OK Cancel Apply	

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

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

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

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

8/10

#### Exempt users/groups

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

Catherine ; Christian

Your password wil	l expire.
Insert expression	
ssage	
ል 🖻 🛍 🕭 🗆	2 🤨 📾 🤤 🥞 🖼 🗐 😕 📓 🗒
A AL B Z I	11 唐 専 専 11 日 頃 頃 14 💩 M・
Current Time:[Cu	irrent Date & Time]
Current Time:[Cu Username:[Usern	urrent Date & Time] ame]
Current Time:[Cu Username:[Usern Days until passwo	urrent Date & Time] ame] ord expires:[Days until password expires]
Current Time:[Cu Username:[Usern Days until passwo Time password e:	urrent Date & Time] name] ord expires:[Days until password expires] xpires:[Time password expires]
Current Time:[Cu Username:[Usern Days until passwo Time password e:	urrent Date & Time] name] ord expires:[Days until password expires] xpires:[Time password expires]
Current Time:[Cu Username:[Usern Days until passwo Time password e:	urrent Date & Time] name] ord expires:[Days until password expires] xpires:[Time password expires]
Current Time:[Cu Username:[Usern Days until passwo Time password e:	urrent Date & Time] name] ord expires:[Days until password expires] xpires:[Time password expires]
Current Time:[Cu Username:[Usern Days until passwo Time password e: [Insert expression	urrent Date & Time] name] ord expires:[Days until password expires] xpires:[Time password expires] ]
Current Time:[Cu Username:[Usern Days until passwo Time password e: [Insert expression ormat	nrrent Date & Time] name] ord expires:[Days until password expires] xpires:[Time password expires]
Current Time:[Cu Username:[Usern Days until passwo Time password e: [Insert expression ormat	nrrent Date & Time] name] ord expires:[Days until password expires] xpires:[Time password expires] n]
Current Time:[Cu Username:[Usern Days until passwo Time password e: [Insert expression ormat	urrent Date & Time] name] ord expires:[Days until password expires] xpires:[Time password expires] ] ] ] ] ] ]
Current Time:[Cu Username:[Usern Days until passwo Time password e: [Insert expression ormat	arrent Date & Time] ame] ord expires:[Days until password expires] xpires:[Time password expires] ]
Current Time:[Cu Username:[Usern Days until password e: Time password e: [Insert expression ormat CC/BCC to admin oose a carbon cop	arrent Date & Time] ame] ord expires:[Days until password expires] xpires:[Time password expires] ] Send message in HTM istrator

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.

Password Change	Exempt users/groups
Email Confirmation Send a confirmation email to	Enter the site groups/users to that will be excluded from the
users after their passwords	notification policy (they will not receive notifications)
have been successfully changed.	Peter Eddie ; Dan Jones
	s - 12 - 12 - 12 - 12 - 12 - 12 - 12 - 1
	Email content
	Subject
	Your password has been changed.
	[Insert expression]
	Message
	A AI B 7 0 I = = I I I I A V I A V I
	[Insert expression]  Send message in HTML format
	Choose a carbon copy option:
	administrator email address(es):
	Jaammad ator wanarepointboost.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.

Enable Password Change Log Write log file on the server when users change their password.	Password Change Log Schedule Options:
	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.

🍠 View	logs Webpage Dialog			×
	File Name	Start Date	End Date	Size
	demo-3737-07222010-07222010.log	7/22/2010	7/22/2010	1 KB
< <	<u>1</u> > >	Delete	Close	

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	SMTP domain name or IP address:
You don't need to configure this setting if you have configured web application outgoing e-mail server	Smtp.sharepointboost.com Port: 25
settings in SharePoint Central Administration unless you want to send alert emails using custom SMTP server settings	From display name (this will be displayed in the From field of each email notification): Password Change
setungs.	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
	C Use default Windows user login credentials
	<ul> <li>Use custom user login credentials</li> </ul>
	User Name: from@sharepointboost.con
	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  $\ensuremath{\text{OK}}$  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**.

You are using a trial license for Password Change 2.3.721 click here to manage license. Catherine's password will expire in 28 days	×	Minimize Delete		
Current Password:		Edit Web Part	վիդ	
New Password:		Export	Cł	nang
Confirm New Password:			wi	ll app
Change Password				

Password Change	Web Part	
You are using a trial lice Please click here to man Catherine's password w	ense for Password Change 2 nage license. ill expire in 28 days.	.3.721.0 (29 days left).
Domain:	SPBDemo.local	The Password
Account:	catherine	letters and
Current Password:		has to have a
New Password:		<ul> <li>minimum length of 8 characters</li> </ul>
Confirm New Password:		
	Change Password	
Allow users to spece Display password p Dock Right Your new password m	b Part Configuration cify domain and account policy nust meet the following requ	irements:
X @ @ A) = (		
A ALL B Z U	夏夏夏(日日開閉)	🗛 🦣 🕅 п4
The Password must of have a minimum len	contain letters and numbers gth of 8 characters	, and has to

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.

Password Expiration War	ning	Web Part	-
Password Change Web F You are using a trial license for	×	Minimize Delete	
(29 days left). Please click here			[
Catherine's password will expire	1	Edit Web Part	Ռո
		Connections	40
Current Password:			
New Password:		Export	_

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

	Password Expiration Warning Web Part 🗙
+	Appearance
+	Layout
+	Advanced
-	Configuration
	ate should the user be warned?
	ate should the user be warned?
Γ	ate should the user be warned? 30
Pi	ate should the user be warned? 30 assword change url
Pa h	ate should the user be warned? 30 assword change url ttp://demo:3737/adadmin/_la
Pi Fi	ate should the user be warned? 30 assword change url http://demo:3737/adadmin/_la

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.

S Password Expiration Warning Web Part Catherine's password will expire in 28 days. Click here to change your password.

# 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:	
New Password:	
Confirm New Password:	
	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:	
	Change Password

Catherine Brown's password has been changed successfully.

Windows Securi	ity	×
Connecting to [	Demo.SPBDemo.local.	
	SPBDemo.local\catherine Password Remember my credentials	
	Use another account	
	OK Cancel	