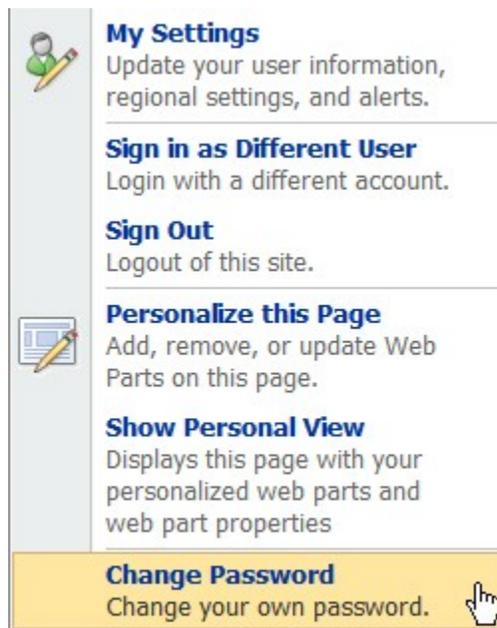


SharePointBoost Password Change Tutorial for SharePoint 2007

SharePointBoost Password Change gives the site collection administrator the option to allow AD users or local users to change their own passwords on SharePoint without site administrator intervention. Password Change also allows you to send password confirmation, Expiration notification emails to users and keep Password change logs.

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

After activating Password Change in the site collection features page, an additional button will be available in the users' Welcome menu.

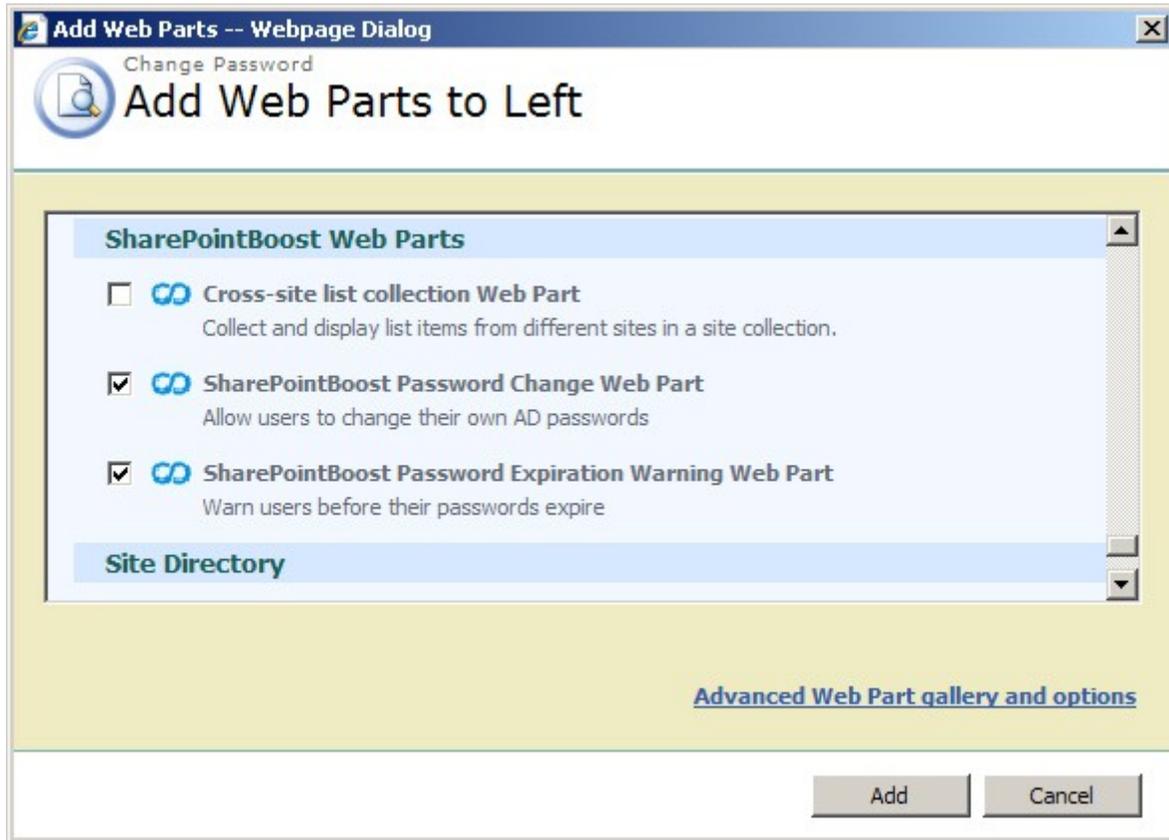


SharePoint Password Change User Menu

However, you can also choose to add a Password Change and Password Expiration Warning Web Part to any site in your site collection.

To do so, go to the page you want to add the web part on, click Site Actions on the top of the page, and click Edit Page to modify the site. Click Add a Web part in any web part zone.

Select the Password Change Web Part and Password Expiration Warning Web Part in the dialog, and click **Add** to confirm.



SharePoint Password Change Add Web part

How to Configure Password Change

The Password Change Web Part

Password Change provides a settings page that can be found in the Site Settings page. Open the Site Actions menu and click the Site Settings button, to find the menu in the Site Collection Administration section.

Team Site > Site Settings

Site Settings

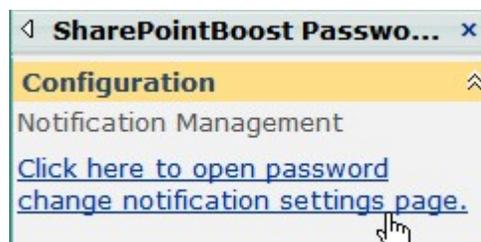
Site Information

Site URL: <http://vmdevbase/>
 Mobile Site URL: <http://vmdevbase/m/>
 Version: 12.0.0.6219

Users and Permissions	Look and Feel	Galleries	Site Administration	Site Collection Administration
<ul style="list-style-type: none"> People and groups Site collection administrators Advanced permissions 	<ul style="list-style-type: none"> Title, description, and icon Tree view Site theme Top link bar Quick Launch Save site as template Reset to site definition 	<ul style="list-style-type: none"> Master pages Site content types Site columns Site templates List templates Web Parts Workflows 	<ul style="list-style-type: none"> Regional settings Site libraries and lists Site usage report User alerts RSS Search visibility Sites and workspaces Site features Delete this site 	<ul style="list-style-type: none"> Search settings Search scopes Search keywords Recycle bin Site collection features Site hierarchy Portal site connection Site collection audit settings Audit log reports Site collection policies License Management Center (Powered by SharePointBoost) Password Change settings (Powered by SharePointBoost)

SharePoint Password Change Settings Menu

You can also access this settings page via the password change web part, just follow the link provided in the web part settings section, when modifying it.



SharePoint Password Change Link to Settings Page

The settings page is divided into section for Password Expiration Notifications, Password Change Email Confirmation, the Password Change log, and the Custom SMTP Server Settings. Each of the settings has to be enabled by checking the corresponding checkbox on the left side. Once enabled, the sections are available for editing.

The first section of the settings page let the administrator select if he wants to send a Password Expiration Notification.

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)

Lily; Tom



Email content

Subject

Your Password will expire.

Message

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, list, link, unlink, insert link, insert image, insert video, insert document, insert table, insert code, insert link, insert image, insert video, insert document, insert table, insert code, insert link, insert image, insert video, insert document, insert table, insert code.

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

[Insert expression...]

Send message in HTML format

CC/BCC to administrator

Choose a carbon copy option:

CC BCC

Administrator email address(es):

Administrator@sharepointboost.com

SharePoint Password Change Expiration Notification Email Settings

The first three boxes let the administrator decide when and how often email notifications should be sent before a password expires. Once the feature is activated the first box is required to be specified with a value greater than 0. The other two boxes are optional, the second one is specifying when a second notification should be sent, and the third one lets the user set when daily notifications should be sent.

The second section lets the administrator exclude users from the notification policy. So if somebody is on long-term leave or sabbatical, the administrator might want to exclude them from this notification policy.

You can also customize the email subject and content the way you want to. The message body supports Rich Text features and sending emails in HTML format. However, it is also possible to send them as plain text emails. The Insert Expression box allows you to insert automated fields to specify the user name, the time when the password expires, and days left before the password expires, etc. Thus, the administrator has a plethora of options to set up the email to best fit the needs of his SharePoint environment.

The last section lets the administrator choose if he wants to be notified when a notification is sent to a user. He has the option to be either in CC or BCC, and then has to specify his email address.

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 changed their password.

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)

Ada; John; Tom; Lily



Email content

Subject

Your password have been changed.

Message



The change time is [Current Date & Time]; and you must be

change the password again before [Time password expires].

[Insert expression...]

Send message in HTML format

CC/BCC to administrator

Choose a carbon copy option:

CC BCC

Administrator email address(es):

Administrator@sharepointboost.com

SharePoint Password Change Email Confirmation Settings

As in the Password Expiration Notification section, the administrator can select accounts that should be excluded from receiving notifications, a good example here would be the administrator account itself. Also, the user has the same options to customize the Email content, and whether or not the administrator should be notified if a user changes his password.

The Password Change Log section allows the administrator to set the log options.

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

Password Change Log Schedule Options:

Monthly

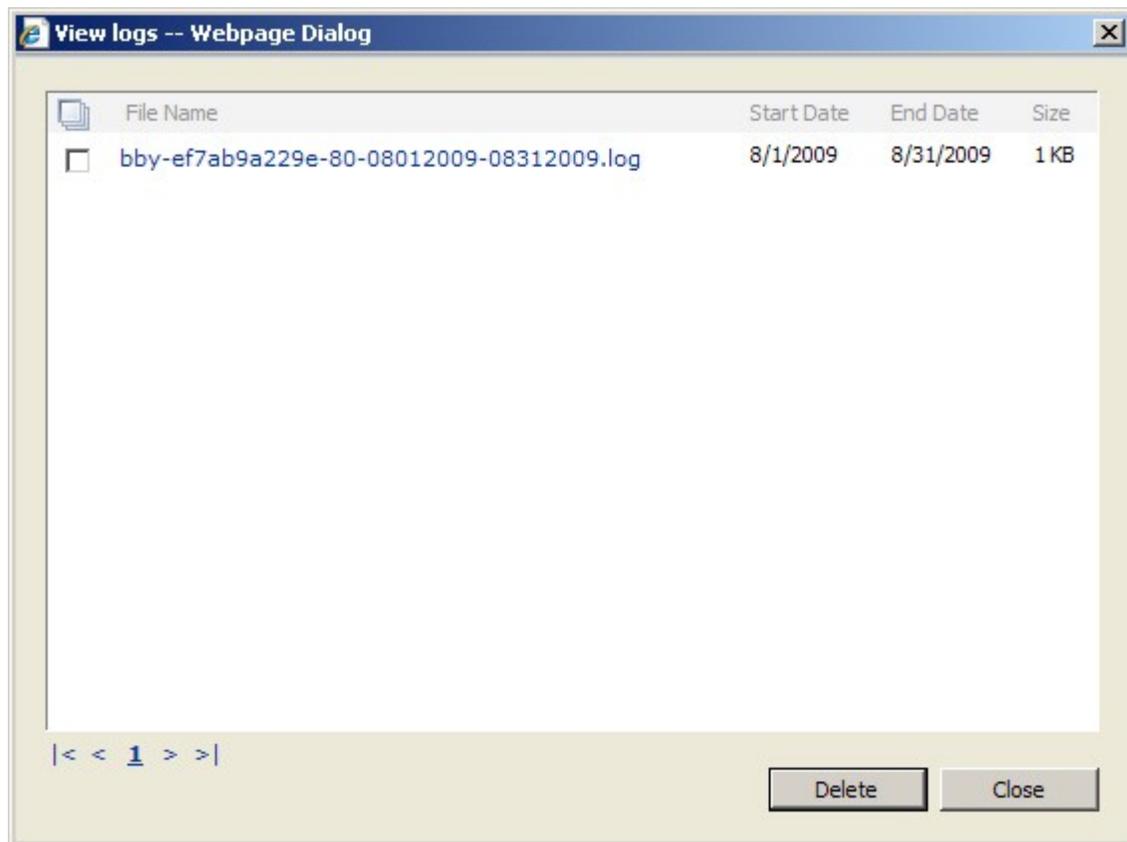
Every days

Delete logs from the server after days

SharePoint Password Change Log Settings

The 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 to be 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 a new window that allows you to select and view the log files. It also gives you to option to delete old log files.



SharePoint Password Change View Logs

The log files will be saved as .log files, so they can be edited in Notepad.

Timestamp	Message	User	Category
08/17/2009 10:23:26 change attempt	Error: password change attempt unsuccessful	KONGLH\administrator	Password
08/17/2009 11:19:02 change attempt	Error: password change attempt unsuccessful	KONGLH\user001	Password
08/17/2009 11:19:16 change attempt	Success	KONGLH\user001	Password

SharePoint Password Change View Log File

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 the SharePoint Central Administration. SO the administrator just has to change these settings when he 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 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.co

Password

••••••••

Enable SSL connection

Send Test Email

SharePoint Password Change Custom SMTP Settings

Everything from domain name/IP, over port, display name, From address, to Reply-to-address can be customized. The administrator can also set to use either the default Windows login credentials or that of another user. The settings also allow enabling SSL connections.

The administrator also has the option to customize the web part.

The image shows a SharePoint web part interface. The top section is titled "Password change Web Part" and contains a notification: "Wendy's password will expire in 6 days." Below this are input fields for "Domain:" (brandysoft.local), "Account:" (wendy), "Current Password:", "New Password:", and "Confirm New Password:". A "Change Password" button is at the bottom. To the right, a password policy message reads: "The Password must contain letters and numbers, and has to have a minimum length of 8 characters".

The bottom section is titled "Password Change Web Part Configuration". It includes checkboxes for "Allow users to specify domain and account" and "Display password policy", both of which are checked. A "Dock" dropdown menu is set to "Right". Below this, a text area displays the password policy requirements: "Your new password must meet the following requirements: The Password must contain letters and numbers, and has to have a minimum length of 8 characters".

SharePoint Password Change Modify Web Part

Here you can specify whether or not the user should be 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 itself have to be modified in the Default Domain Security Settings.

The Password Expiration Warning Web Part

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

To modify it, click the web part menu, and "Modify Share Web Part".



SharePoint Password Change Modify Expiration Warning Web Part

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

"Warning days" specifies how many days before password expires the users will receive a warning message on the web part.

"Password Change URL" is the password change page URL. If you click the link "Click here to change your password" on the page on which password expire web part is added, you will directly get to the password change page.

Configuration

How many days before the password expiration date should the user be warned?

Password change url

SharePoint Password Change Expiration Notification Setup

Click OK to exit from the settings page.

When you log on the page, the web part will show a warning message and a link. You can click the link to go to the change password page.

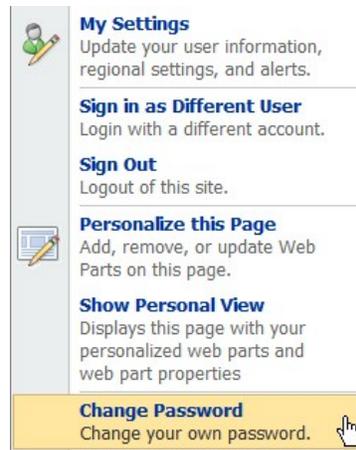
Password expire warning Web Part

Wendy's password will expire in 6 days. [Click here to change your password.](#)

SharePoint Password Change Expiration Notification

How to Change a Password with Password Change

The users can change password by clicking "Change Password" on welcome menu of the current site to get to the password change page, or from within the Password Change Web Part.



SharePoint Password Change User Menu

On the Password Change page, or within the web part, the user is required to enter his current password, his new password, and to confirm his new password.

Change your own password

Please enter your current password and new password, then click "Change Password"

Current Password:

New Password:

Confirm New Password:

SharePoint Password Change Screen

Based on the settings of the Password Change Web Part the user might also be required to enter the domain and the account, for which to change the password. Please note that these options are only available in the Password Change Web Part, as the Change your own password page just allows changing the current user's password.

Password change Web Part

Domain: The Password must contain letters and numbers, and has to have a minimum lenght of 8 characters

Account:

Current Password:

New Password:

Confirm New Password:

SharePoint Password Change Specify Domain and Account

Domain:

Account:

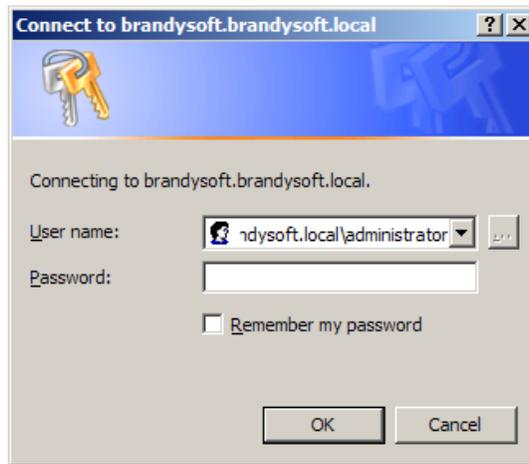
Current Password:

New Password:

Confirm New Password:

The Password must contain letters and numbers, and has to have a minimum length of 8 characters

Wendy's password has been changed successfully.



SharePoint Password Changed Successfully

After the password is changed successfully, a message will notify user. And prompt user to log in with the new password.