



SharePoint Password Change & Expiration 3.0

User Guide

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Contents

1.	Introduction	1
2.	Installation	2
2.1	Product Files	2
2.2	System Requirements	3
2.3	Installation	4
2.4	Upgrade.....	5
2.5	Uninstallation	5
2.6	Command Line Installation.....	6
2.7	Feature Activation	8
3.	Password Change Web Part	10
3.1	Add Password Change Web Part to a Site	10
3.2	Configure Password Change Settings	10
3.2.1	Configure Password Expiration Notification settings	11
3.2.2	Configure Password Change E-Mail Confirmation settings.....	14
3.2.3	Configure Password Change Log	15
3.2.4	Customize SMTP Server Settings.....	16
3.3	Customize Password Change Web Part.....	17
3.3.1	Allow Users to Specify Domain and Account	17
3.3.2	Customize Password Policy.....	18
3.3.3	Customize Error Messages.....	19
3.4	Change Password with Password Change Web Part.....	20
4.	Password Expiration Warning Web Part	23
4.1	Add Password Expiration Warning Web Part to a Site	23

4.2	Customize Password Expiration Warning Web Part	23
5.	Troubleshooting & Support	25
	Appendix: License Management.....	26

1. Introduction

Product Introduction

SharePoint Password Change & Expiration 3.0 allows AD, Local NT, or Form-Authenticated users to change their own passwords from SharePoint without administrator intervention. This powerful Web Part can also send expiration notification emails to warn users before their passwords expire, send confirmation emails after users have successfully changed their passwords, customize error messages, and store all password change activities in a convenient administrator's log.

Product Feature List

Password Change & Expiration Feature List
Supports Active Directory Services, NT Directory Services, and Forms Authentication (incl. SqlMembershipProvider and LdapMembershipProvider)
Send password expiration notification email
Schedule email notification
Send password change confirmation email
Log and track password changes

About this User Guide

This user guide is intended to instruct you on how to install/uninstall, configure and use SharePoint Password Change & Expiration. For the latest copy of this user guide and some other guides, please visit <http://www.boostsolutions.com/download-documentation.html>

2. Installation

2.1 Product Files

After you download and unzip the Password Change zip file from www.boostsolutions.com, you will find the following files:

Path	Descriptions
Setup.exe	A program to install and deploy the WSP solution packages to the SharePoint farm
EULA.rtf	The product End-User-License-Agreement
Library\2.0\Setup.exe	The product installer for .Net Framework 2.0
Library\2.0\Setup.exe.config	A file that contains the configuration information for the installer
Library\4.0\Setup.exe	The product installer for .Net Framework 4.0.
Library\4.0\Setup.exe.config	A file that contains the configuration information for the installer.
Solutions\Foundation\ BoostSolutions.FoundationSetup12.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2007 or WSS 3.0.
Solutions\Foundation\ BoostSolutions.FoundationSetup14.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\Foundation\ BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package that contains Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions>PasswordChange\ BoostSolutions.PasswordChangeSetup12.3.wsp	A SharePoint solution package that contains Password Change files and resources for SharePoint 2007 or WSS 3.0.
Solutions>PasswordChange\ BoostSolutions.PasswordChangeSetup14.3.wsp	A SharePoint solution package that contains Password Change files and resources for SharePoint 2010 or SharePoint Foundation 2010.

Solutions\PasswordChange\BoostSolutions.PasswordChangeSetup15.3.wsp	A SharePoint solution package that contains Password Change files and resources for SharePoint 2013 or SharePoint Foundation 2013.
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2.2 System Requirements

Before you install Password Change & Expiration, make sure that your system meets the following requirements:

SharePoint 2013

Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64
	Microsoft Windows Server 2008 R2 SP1
Server	Microsoft SharePoint Foundation 2013 or Microsoft SharePoint Server 2013
	Microsoft .NET Framework 4.5
Browser	Microsoft Internet Explorer 8/9/10
	Mozilla Firefox
	Google Chrome

SharePoint 2010

Operating System	Microsoft Windows Server 2008 x64
	Microsoft Windows Server 2008 R2
Server	Microsoft SharePoint Foundation 2010 or Microsoft SharePoint Server 2010
	Microsoft .NET Framework 3.5
Browser	Microsoft Internet Explorer 7 and above
	Mozilla Firefox

SharePoint 2007

Operating	Microsoft Windows Server 2003 x86/x64
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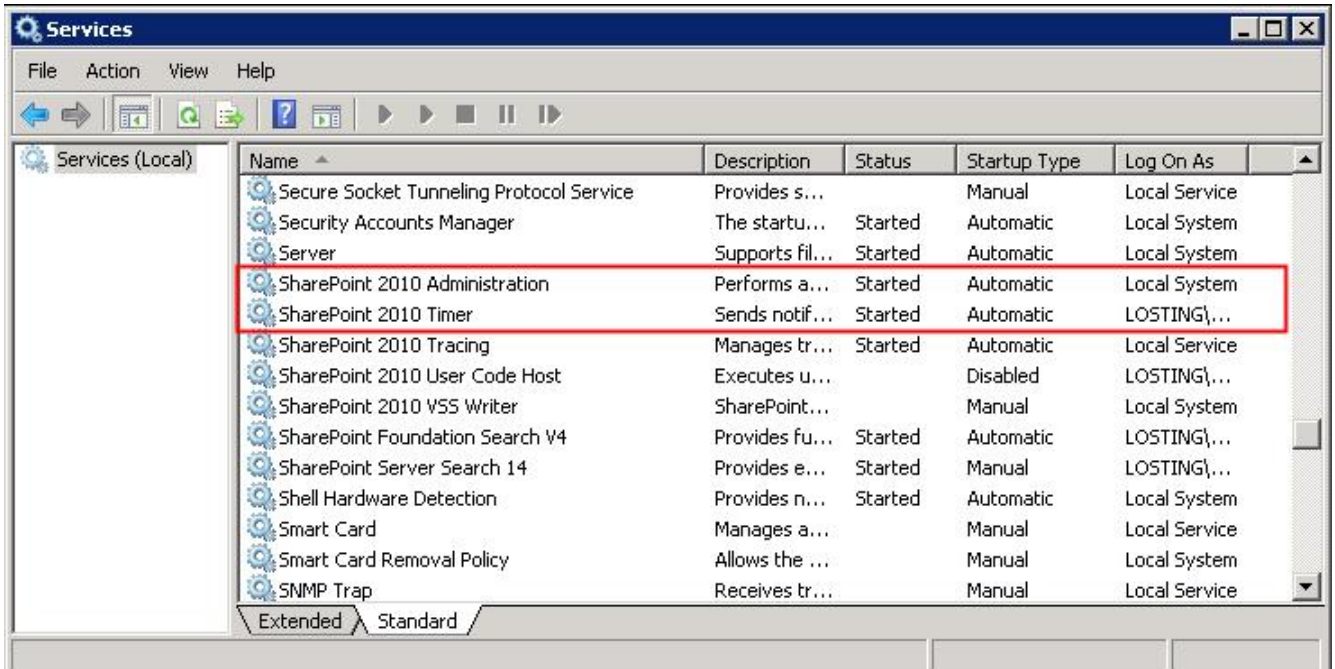
System	Microsoft Windows Server 2008 x86/x64 Microsoft Windows Server 2008 R2
Server	Microsoft Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007 Microsoft .NET Framework 2.0 or 3.0 Note This product is not compatible with SPS 2003 and WSS v2.
Browser	Microsoft Internet Explorer 6 and above

2.3 Installation

Follow the steps below to install Password Change & Expiration on your SharePoint servers.

Installation Preconditions

Before you install Password Change & Expiration, please make sure the following services are started on your SharePoint servers: **SharePoint 2010 Administration and SharePoint 2010 Timer**.



Password Change & Expiration must be run on one front-end Web server in the SharePoint farm where **Microsoft SharePoint Foundation Web Application services** are running. Check **SharePoint 2010 Central Administration System Settings** for a list of servers running this service.

Required Permissions

To perform this procedure, you must meet either of the following requirements:

- Member of the local server's **Administrators** group
- Member of the **Farm Administrators** group

Install Password Change & Expiration on SharePoint Server

1. Download the zip file (*.zip) of Password Change from the BoostSolutions website, then extract the file.
2. Open the created folder and run the **Setup.exe** file.

Note If you cannot run the setup file, please right-click the **Setup.exe** file and choose Run as administrator.

3. A system check is performed to verify if your machine meets all the requirements for installing Password Change & Expiration. After the system check is finished, click **Next**.
4. Review and accept the End-User License Agreement and click **Next**.
5. In the **Web Application Deployment Targets**, select the web applications you are going to install and click **Next**.

Note If you select **Automatically activate features**, the product features will be activated in the target site collection during the installation. If you want to manually activate the product feature later, clear this check box.

6. Upon completion of the installation, details are displayed showing the web applications where Password Change & Expiration has been installed. Click **Close**.

2.4 Upgrade

Download the latest version of Password Change & Expiration and run the **Setup.exe** file.

In the **Program Maintenance** window, select **Upgrade** and click **Next**.

2.5 Uninstallation

If you want to uninstall Password Change & Expiration, double-click the **Setup.exe** file.

In the **Repair or Remove** window, select **Remove** and click **Next**. Then the application will be removed.

2.6 Command Line Installation

The following instructions are for installing the solution files for Password Change & Expiration using the SharePoint STSADM command line tool.

Open the STSADM command line tool on the SharePoint server.

- **SharePoint 2013**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\15\BIN\stsadm.exe

- **SharePoint 2010**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\BIN\stsadm.exe

- **SharePoint 2007**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\12\BIN\stsadm.exe

Required Permissions

To use STSADM, you must be member of the local Administrators group on the server.

Install Password Change & Expiration to SharePoint Servers

1. Extract the files from the product zip pack to a folder on one SharePoint server.
2. Add the solution files to SharePoint in the STSADM command line tool.

```
stsadm -o addsolution -filename BoostSolutions.PasswordChangeSetup14.3.wsp
```

```
stsadm -o addsolution -filename BoostSolutions.FoundationSetup14.1.wsp
```

3. Deploy the added solution with the following command:

```
stsadm -o deploysolution -name BoostSolutions.PasswordChangeSetup14.3.wsp  
-allowgacdeployment -url [virtual server url] -immediate
```

```
stsadm -o deploysolution -name BoostSolutions.FoundationSetup14.1.wsp -allowgacdeployment -  
url [virtual server url] -immediate
```

4. Wait for the deployment to complete. Check the final status of the deployment with this command:

```
stsadm -o displaysolution -name BoostSolutions.PasswordChangeSetup14.3.wsp  
stsadm -o displaysolution -name BoostSolutions.FoundationSetup14.1.wsp
```

The result should contain a <Deployed> parameter for which the value is TRUE.

5. In the STSADM tool, activate the features.

```
stsadm -o activatefeature -name Brandysoft.SharePoint.Admin.PasswordChage -url [site collection  
url] -force  
stsadm -o activatefeature -name Brandysoft.SharePoint.Admin.PasswordChage.EmailNotification -  
url [virtual server url] -force
```

Remove Password Change & Expiration from SharePoint Server

1. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.PasswordChangeSetup14.3.wsp -immediate -url  
[virtual server url]  
stsadm -o retractsolution -name BoostSolutions.FoundationSetup14.1.wsp -immediate -url  
[virtual server url]
```

2. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.PasswordChangeSetup14.3.wsp  
stsadm -o displaysolution -name BoostSolutions.FoundationSetup14.1.wsp
```

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

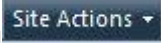
3. Remove the solution from the SharePoint solutions storage:

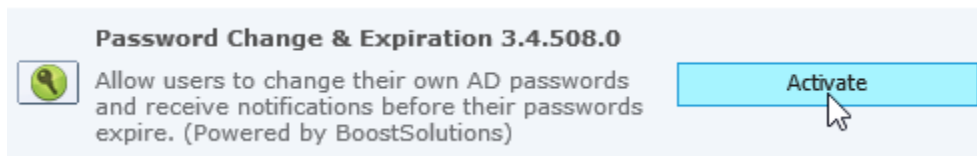
```
stsadm -o deletesolution -name BoostSolutions.PasswordChangeSetup14.3.wsp  
stsadm -o deletesolution -name BoostSolutions.FoundationSetup14.1.wsp
```

2.7 Feature Activation

Activate Password Change & Expiration

By default, the application's features are automatically activated once the product is installed. You can also activate the product feature manually.

1. On the Site Actions menu , click **Site Settings**.
2. Under **Site Collection Administration**, click **Site collection features**.
3. Find the application feature and click **Activate**. After the feature is activated, the Status column lists the feature as **Active**.

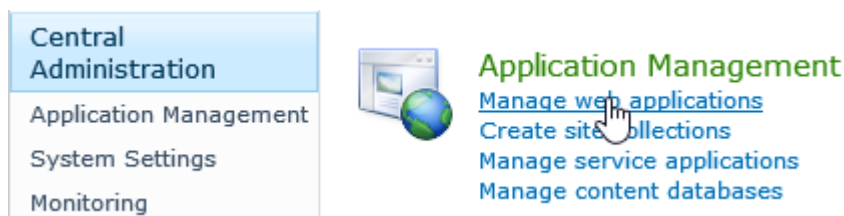


Note You must be a site collection administrator.

Activate Password Change E-Mail Notification Timer Job

If the **Password Change E-Mail Notification Timer Job** is not activated, follow the steps below to activate it.

1. Go to **Central Administration**. Click **Manage web applications** under **Application Management**.



2. Select the web application to which you want to apply Password Change & Expiration, and then click **Manage Features**.

Web Applications System Account ▾

Manage Features (highlighted)

Managed Paths

Service Connections

Authentication Providers

Self-Service Site Creation

User Policy

Anonymous Policy

Permission Policy

Name	URL	Port
SharePoint - YCJSP1035548	http://ycjsp10/	80
SharePoint Central Administration v4	http://ycjsp10:35548/	35548
SharePoint - YCJSP10/	http://ycjsp10:38070/	38070

- In the **Manage Web Application Features** window, find the **Password Change E-Mail Notification Timer Job**, and then click **Activate**.

Password Change E-Mail NotificationTimer Job3.4.508.0

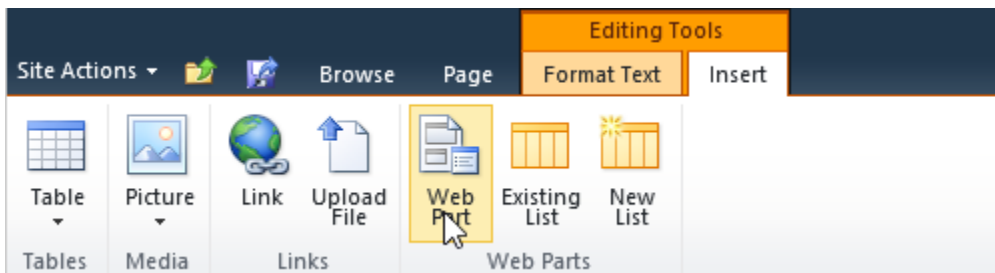
Add or delete a timer job for the SharePoint Password Change E-Mail Notification feature. (Powered by BoostSolutions)


Activate (button with mouse cursor)

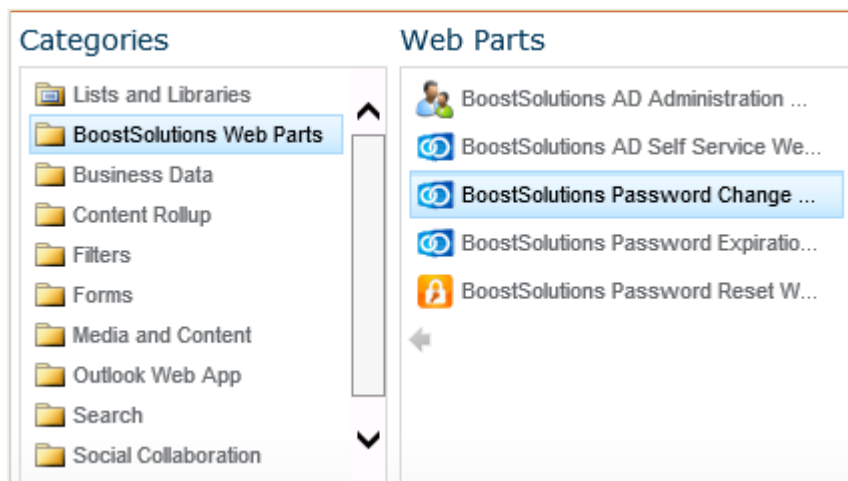
3. Password Change Web Part

3.1 Add Password Change Web Part to a Site

1. Go to the site where you want to add Password Change Web Part.
2. On the **Site Actions** menu, click **Edit Page**.
3. On the ribbon, click **Insert** under the **Editing Tools** tab, and then click **Web Part**.



4. In the **Categories** section, click **BoostSolutions Web Parts**, select **BoostSolutions Password Change Web Part** from the web part list, and then click **Add**. Click the  icon to save your operation and exit the edit page mode.

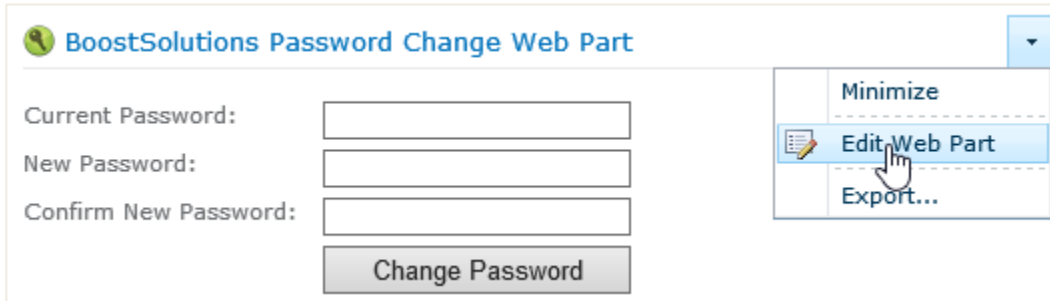


Note You must have **Customize Pages** permission to the current site to add and edit the Web Part.

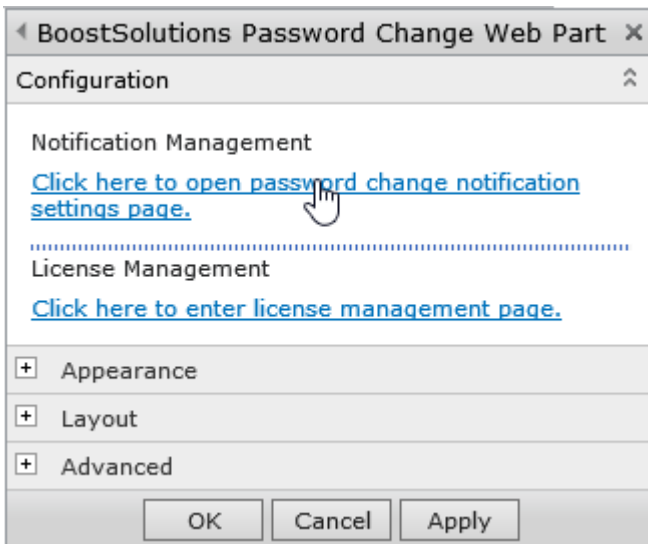
3.2 Configure Password Change Settings

On the **Site Actions** menu, click Site Settings. Under **Site Collection Administration**, click **Password Change & Expiration setting (Powered by BoostSolutions)** to enter the **Password Change & Expiration Settings** page.

The settings page can also be accessed directly via the Password Change Web Part. Click **Edit Web Part**.



Click the link **Click here to open password change notification settings page** under **Notification Management**.



3.2.1 Configure Password Expiration Notification settings

After you enable **Password Expiration Notification**, you can set email notification schedule, exclude site users/groups from receiving the notification emails, customize the notification emails.

Customize Email Notification Schedule

In the **E-mail notification schedule** section, specify when and how often email notifications should be sent to users before their passwords expire. You can use the default schedule settings or customize the schedule to your need. It is required to specify the number of days (Default: 10) before the expiration date to send users the first email notification.

It is optional to specify the number of days (Default: 5) before the expiration date to send users the second email notification. It is also optional to specify the number of days (Default: 3) before the expiration date to start sending users a daily email notification.

E-mail notification schedule

days before expiration date: send the first notification e-mail to users (required)

days before expiration date: send the second notification e-mail to users (optional)




days before expiration date: begin sending daily notification e-mails to users (optional)

Exclude Groups/Users

In the **Exempt users/groups** section, specify the site users/groups that you want to exclude from receiving the notification emails.

Exempt users/groups

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


Customize the Notification Emails

In the **E-mail content** section, enter the subject and message of the notification.

E-mail content

Subject

Message



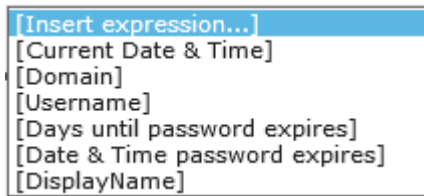
Dear [Username],

Please be noted that your password will expire in [Days until password expires] days. Please change your password before [Date & Time password expires].

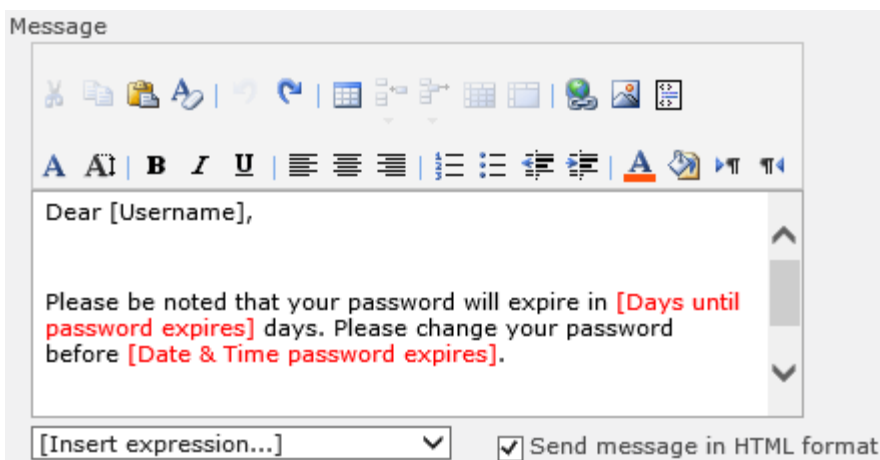
Best regards,
Admin Group

Send message in HTML format

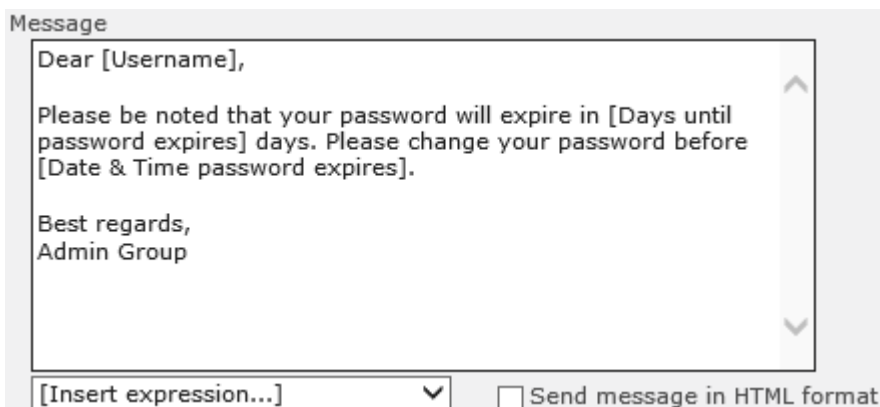
You can insert expressions in the text for both **Subject** and **Message**. Available expressions include Current Date & Time, Domain, Username, Days until password expires, Date & Time password expires and DisplayName.



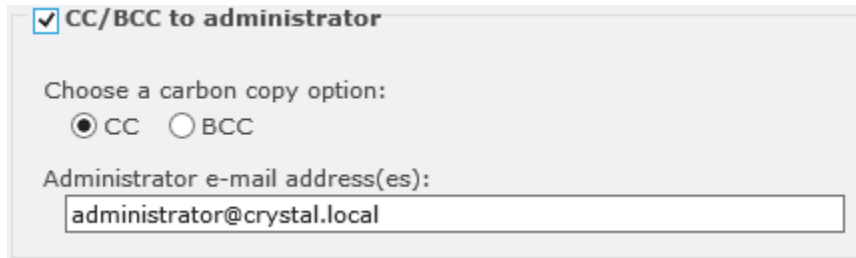
You can send the message in HTML format. If you enable **Send message in HTML format**, more editing options are available.



Clear the **Send message in HTML format** checkbox if you want to send the message in plain text.



If you enable **CC/BCC to administrator**, you can CC or BCC the notification email to the administrator. Type the email address(es) of the administrator.



CC/BCC to administrator

Choose a carbon copy option:

CC BCC

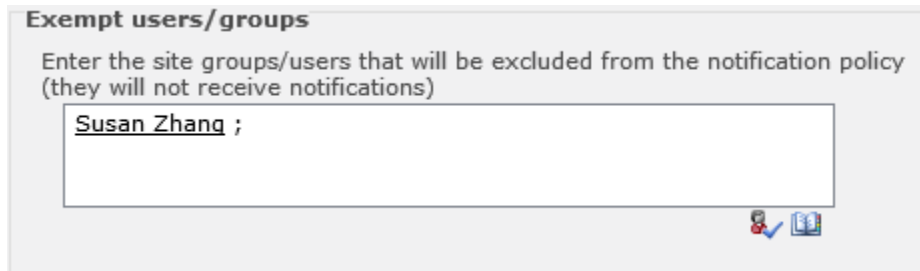
Administrator e-mail address(es):

3.2.2 Configure Password Change E-Mail Confirmation settings

If you enable **Password Change Email Confirmation**, you can send a confirmation email to users after their passwords have been changed. The configuration is similar to that of **Password Expiration Notification settings**.




Exclude Groups/Users

In the **Exempt users/groups** section, specify the site users/groups that you want to exclude from receiving the confirmation emails.



Exempt users/groups

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

Customize the Confirmation Emails

The customization of password change confirmation emails is similar to that of the password expiration notification emails. Enter the subject and message of the email. Also, you can insert expressions in the text for both subject and message, send the email in plain text or in HTML format, and CC/BCC the email to the administrator.

E-mail content

Subject
Your password has been changed successfully
[Insert expression...]

Message

[Insert expression...]

Dear [Username],
You have changed your password successfully on [Current Date & Time].
Best regards,
Admin Group

[Insert expression...]

Send message in HTML format

CC/BCC to administrator

Choose a carbon copy option:
 CC BCC

Administrator e-mail address(es):
adminisrator@crystal.local

3.2.3 Configure Password Change Log

The **Enable Password Change Log** section allows you to set the password change log schedule options.

Password Change Log Schedule Options:

Monthly

Every days

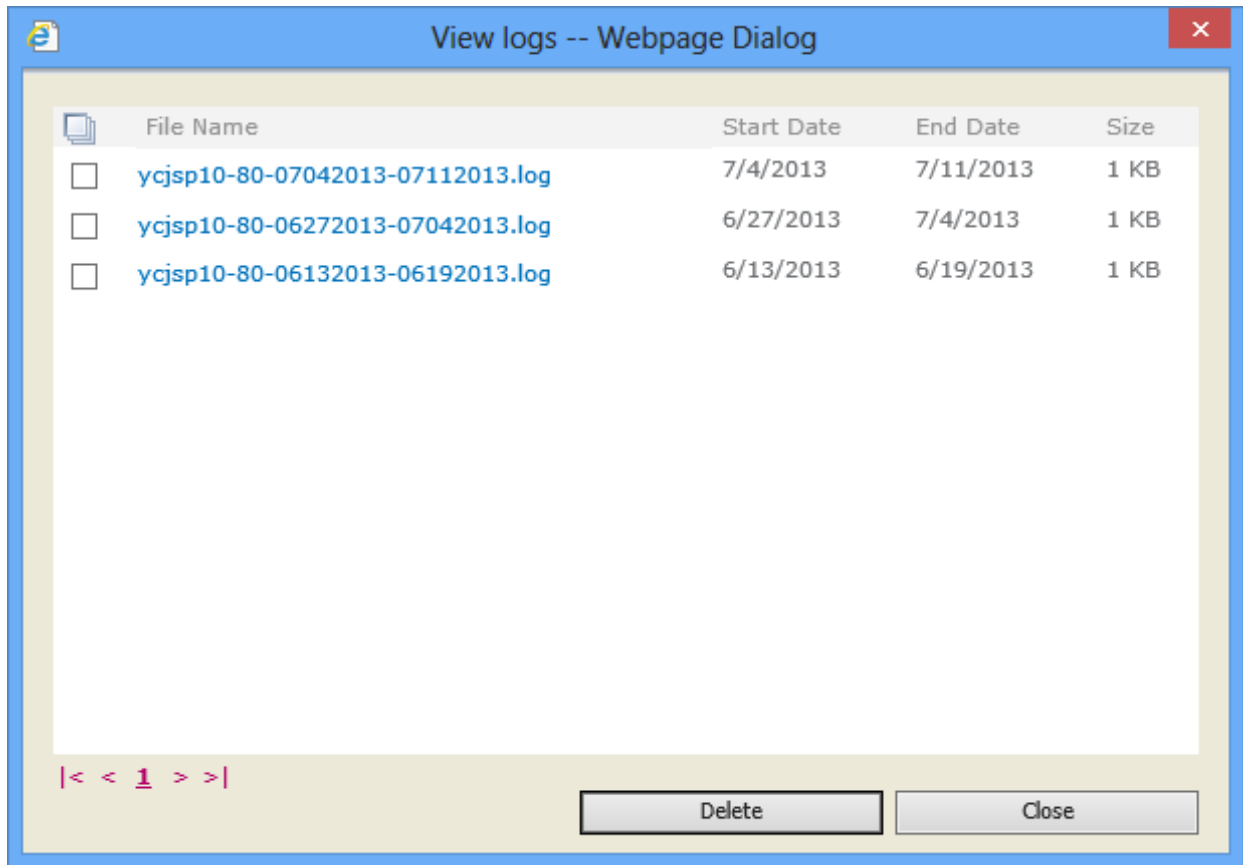
Delete logs from the server after days

Monthly: Generate log files once every month.

Every n days: Generate log files once every n days. Specify the number of days (Default: 7).

Delete logs from the server after n days: Delete log files from the server after a specified number of days (Default: 180).

After users have changed their passwords via Password Change Web Part, you can view logs. To view logs, click **View logs**. 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. You can also delete selected log files.



3.2.4 Customize SMTP Server Settings

You can customize the SMTP server settings. You don't need to customize these settings if the outgoing email server settings are already configured in SharePoint Central Administration.

In the corresponding box, respectively enter the SMTP server domain name or IP address, port number, from display name, from address, reply-to address. Select the authentication type. If you select **Custom authentication**, enter the user credentials. If you want to enable SSL connection, select the **Enable SSL connection** check box; if you don't want to enable SSL connection, clear this check box.

SMTP domain name or IP address:

Port:

From display name (this will be displayed in the 'From' field of each e-mail notification):

From address (this will be set as the default 'From address' for each e-mail notification):

Reply-to address (this will be set as the default 'Reply-to address' for each e-mail notification):

Use default Windows user login credentials
 Use custom user login credentials

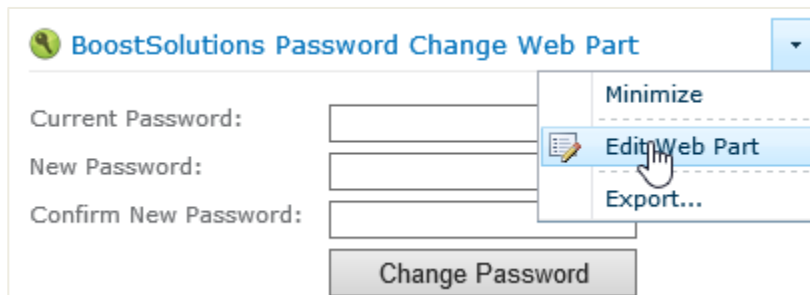
User Name:

Password:

Enable SSL connection

3.3 Customize Password Change Web Part

You can customize Password Change Web Part. On the Web Part drop-down menu, click **Edit Web Part**.



3.3.1 Allow Users to Specify Domain and Account

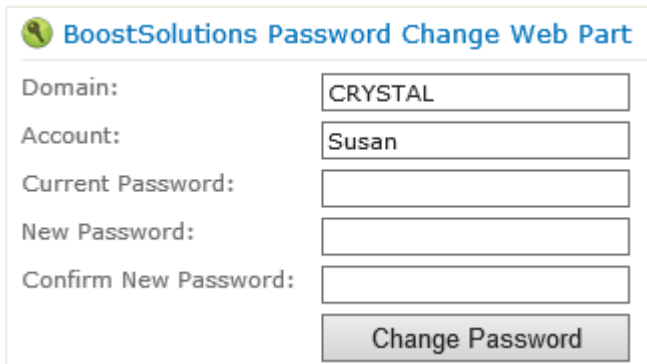
In the **Password Change Web Part Configuration** section, select the **Allow users to specify domain and account (AD authentication only)** check box to allow users to specify domain and account when they change password via the web part. This is available to AD authentication only.

Password Change Web Part Configuration

Allow users to specify domain and account (AD authentication only)

If you select the check box, the current domain and account of a user will be displayed on the Web Part when he/she log in. If the user does not change the domain and account, he/she will change the current domain account password. If the user wants to change password for a different domain account, he/she can change the domain and account first and then change password. If you do not select this check box, the user can only change the current domain account password.

If you select this check box, when a user log in, the Web Part will display his/her current domain and account.



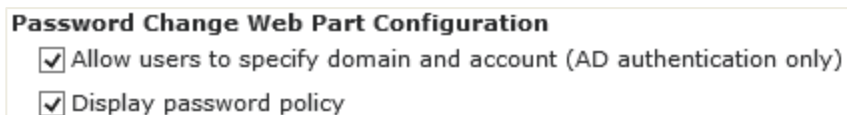
The screenshot shows a web part titled "BoostSolutions Password Change Web Part". It contains a form with the following fields and a button:

Domain:	CRYSTAL
Account:	Susan
Current Password:	
New Password:	
Confirm New Password:	
<input type="button" value="Change Password"/>	

Note Domain and **Account** are only available in the Password Change Web Part. Users cannot find them when they change password in the password change page.

3.3.2 Customize Password Policy

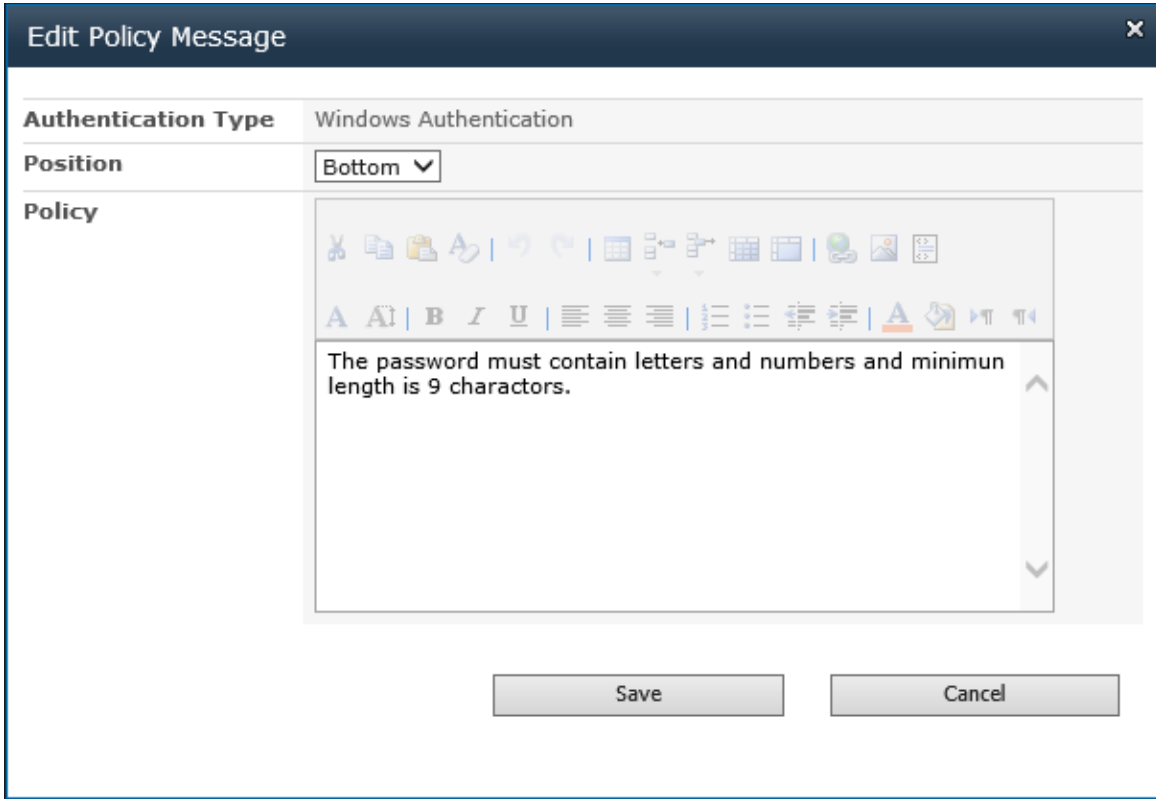
In **Password Change Web Part Configuration** section, you can specify if the password policy will be displayed to users when they change password via the web part.



The screenshot shows the "Password Change Web Part Configuration" section with two checked checkboxes:

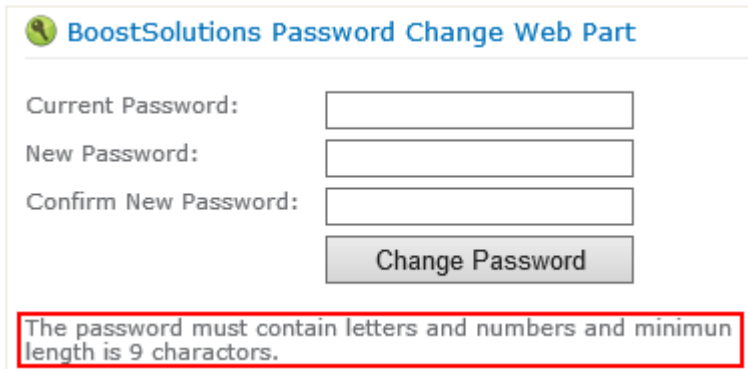
- Allow users to specify domain and account (AD authentication only)
- Display password policy

You can also edit the password policy. To edit the password policy, click **Edit**. In the **Edit Policy Message Window** that appears, customize the policy message in the **Policy** section and select the position to display it in the **Position** section. After all is done, click **Save**.



Note The description of the password policy is specified in the Default Domain Security Settings. The password policy settings can be modified in the Default Domain Security Settings.

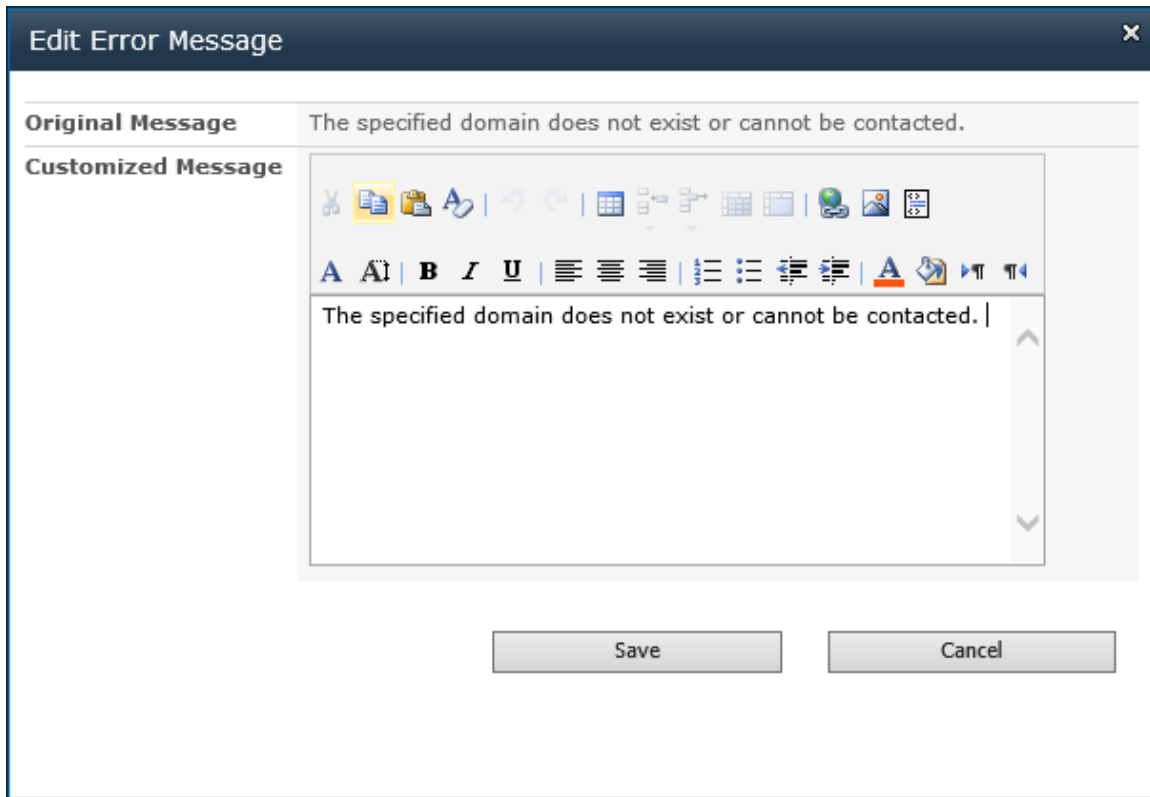
Click **Apply** and **OK**. When a user log in, the Web Part will look like:



3.3.3 Customize Error Messages

In **Password Change Web Part Configuration** section, you can customize Windows Authentication or Form Base Authentication error messages and their styles.

To customize an error message, click the **Edit** button next to the error message. The original message is displayed and also available in the text box to help you personalize your message. To have a custom message, edit the message in the text box.

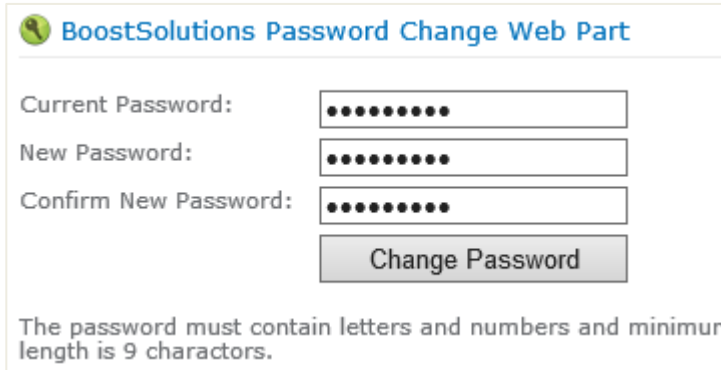


3.4 Change Password with Password Change Web Part

3.4.1 Change Current Domain Account Password

Users can change their current domain passwords directly from within the Password Change Web Part or in the password change page.

Enter the current password, new password, confirm the new password and then click **Change Password**.



BoostSolutions Password Change Web Part

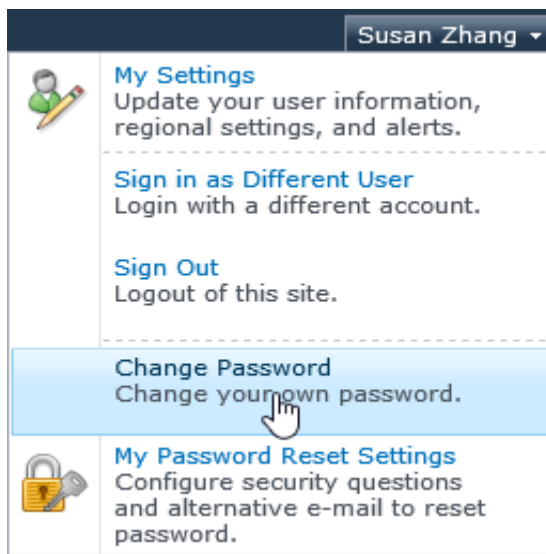
Current Password:

New Password:

Confirm New Password:

The password must contain letters and numbers and minimum length is 9 characters.

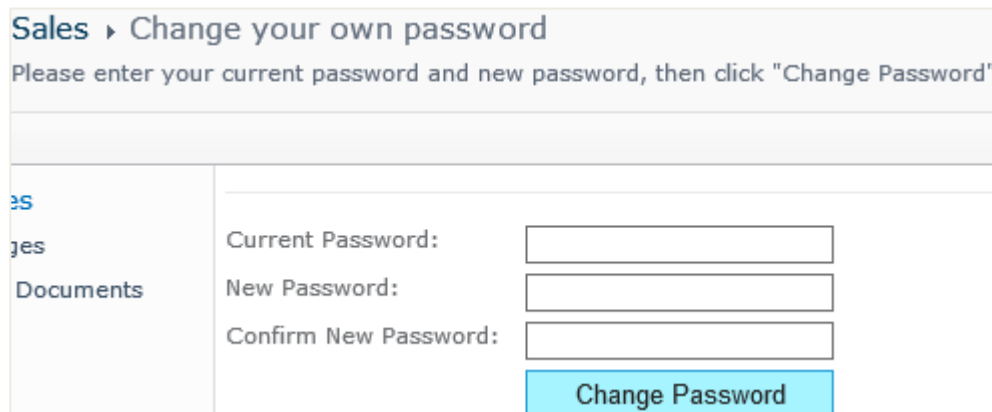
Users can also access the change password page to change their passwords. On the account settings menu of the current site, click **Change Password** to enter the password change page.



Susan Zhang ▾

- My Settings**
Update your user information, regional settings, and alerts.
- Sign in as Different User**
Login with a different account.
- Sign Out**
Logout of this site.
- Change Password**
Change your own password.
- My Password Reset Settings**
Configure security questions and alternative e-mail to reset password.

On the **Change your own password** page, enter the current password, new password, confirm the new password and then click **Change Password**.



Sales ▸ **Change your own password**

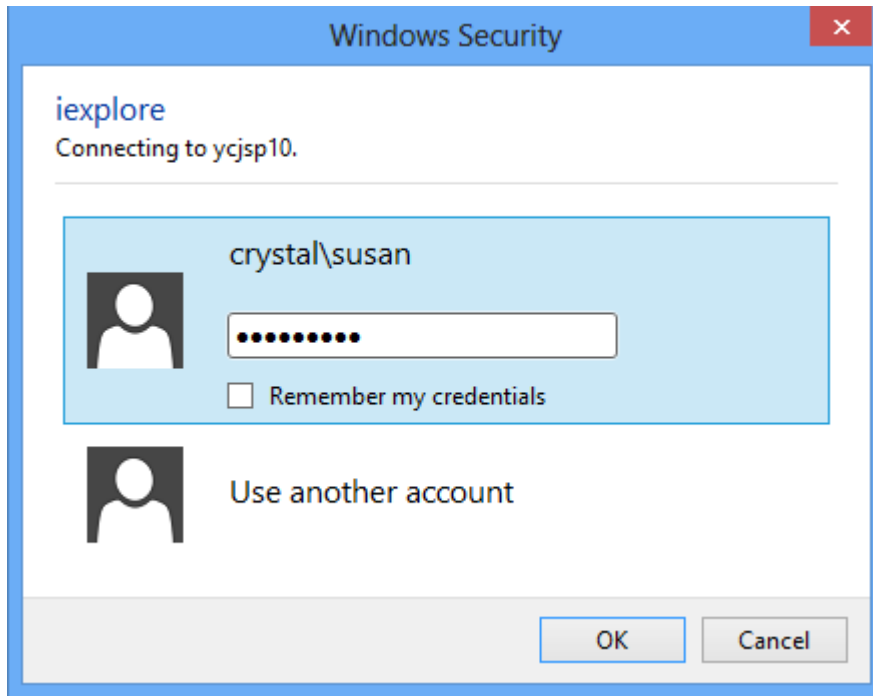
Please enter your current password and new password, then click "Change Password"

Current Password:

New Password:

Confirm New Password:

After the password has been changed successfully, the user will be prompted to log in with the new password if he/she wants to do any operation. Enter the new password to log in.




3.4.2 Change a Different Domain Account Password

Allow users to specify domain and account (AD authentication only) is enabled, a user can change his/her password for a different domain account. When a user logs in, his/her current domain and account will be displayed on the Web Part. The user can change the domain and account name first and then change the password.

A screenshot of a web part titled "BoostSolutions Password Change Web Part". It contains several input fields: "Domain:" with the value "CRYSTAL", "Account:" with the value "Susan", "Current Password:" with ten dots, "New Password:" with ten dots, and "Confirm New Password:" with ten dots and a small upward arrow icon. Below these fields is a "Change Password" button. At the bottom, there is a note: "The password must contain letters and numbers and minimum length is 9 characters."

4. Password Expiration Warning Web Part

4.1 Add Password Expiration Warning Web Part to a Site

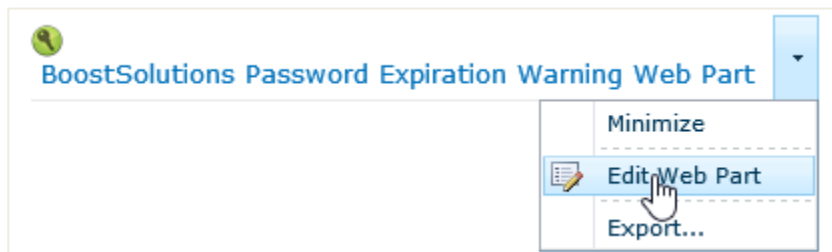
Follow the first 3 steps of [3.1 Add Password Change Web Part to a Site](#). Then in the **Categories**, click **BoostSolutions Web Parts**, select **BoostSolutions Password Change Expiration** from the web part list, and then click **Add**. Click the  icon to save your operation and exit the edit page mode.

Note You must have **Customize Pages** permission to the current site to add and edit the Web Part.


4.2 Customize Password Expiration Warning Web Part

The SharePoint Password Expiration Warning Web Part can warn users with a message on the web page before your password expire, prompt them to change the password and provide a link that takes them to the password change page.

To edit it, click **Edit Web Part** on the Web Part drop-down menu.



Expand the **Configuration** category, you can set the number of days before the password expiration date to warn users and specify a password change URL to direct users the password change page. Click **Apply** and **OK** to save your settings.



The screenshot shows a configuration dialog box titled "Password Expiration Warning Web Part". It has four expandable sections: "Appearance", "Layout", "Advanced", and "Configuration". The "Configuration" section is expanded, showing a text input field for "How many days before the password expiration date should the user be warned?" with the value "30". Below this is another text input field for "Password change url" with the value "http://demo:3737/adadmin/_la". At the bottom are three buttons: "OK", "Cancel", and "Apply".

If the number of warning days before the password expiration date has been reached, the Web Part will display a warning message and a link **<User>'s password will expire in n day(s). Click here to change your password.**



Users can click on the link to go to the change password page to change their password before the expiration date.

5. Troubleshooting & Support

Troubleshooting FAQ:

<http://www.boostsolutions.com/general-faq.html#Show=ChildTitle9>

Contact Info:

Product & Licensing Inquires: sales@boostsolutions.com

Technical Support (Basic): support@boostsolutions.com

Request a New Product or Feature: feature_request@boostsolutions.com

Live chat:

<http://www.boostsolutions.com/support/chat/livezilla.php?intgroup=U3VwcG9ydA==&reset=true>

Appendix: License Management

You can use SharePoint Password Change & Expiration without entering any license code for a period of 30 days from when you first use it. To use remove the limitation, you will need to purchase a license and register the product.

Finding License Information

1. In the products main page, click the trial link and enter the License Management Center.
2. Click **Download License Information**, choose a license type and download the information (Server Code, Farm ID or Site Collection ID).

Download License Information

Download the license type information and send to sales@boostsolutions.com to get license.

Choose a license type

Server License
Server Code: e4c9171bd1aa49cea8903e0a7e0e812643f8360be
a74459ca3bf6b2e0240f194

Farm License
Farm ID: {e4c9171b-d1aa-49ce-a890-3e0a7e0e8126}
Number of Users: 24 user(s)

Site Collection License
Site Collection ID: 1316fb72-1436-41cf-949d-56ca6020320e Change
Site Collection: http://pro-mac


Download Close

In order for BoostSolutions to create a license for you, you need to send us your SharePoint environment identifier. Note that different license types need different information. A server license needs a server code; a Farm license needs a farm ID; and a site collection license needs a site collection ID.

3. Send the above information to us (sales@boostsolutions.com) to generate a license code.

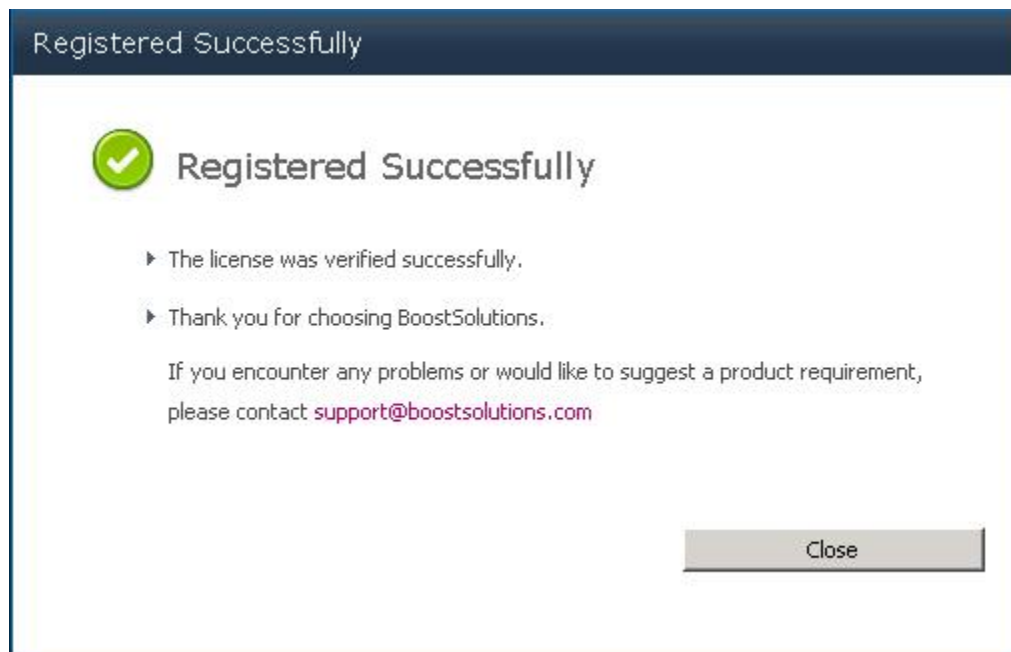
License Registration

1. When you receive a product license code, enter the **License Management Center** page.
2. Click **Register** on the license page and a **Register or Update license** window will open.



The screenshot shows a dialog box titled "Register or Update license". The main text reads: "Please upload a license code file or enter the license code to activate the product." There are two radio button options: "Upload a license code file" (which is selected) and "Enter license code". Under the first option is a file selection field with a "Browse..." button. Under the second option is a large text input field. At the bottom of the dialog are two buttons: "Register" and "Close".

3. Upload the license file or enter the license code and click **Register**. You will get confirmation that your license has been validated.



The screenshot shows a dialog box titled "Registered Successfully". It features a green checkmark icon. The main text reads: "Registered Successfully". Below this, there are two bullet points: "▶ The license was verified successfully." and "▶ Thank you for choosing BoostSolutions." A paragraph follows: "If you encounter any problems or would like to suggest a product requirement, please contact support@boostsolutions.com". At the bottom right is a "Close" button.

For more details on license management, see [BoostSolutions Foundation](#).