

User Password Rules

Password policies are a common way for businesses to encourage strong user passwords.

In the interest of data security, a password policy might impose specific requirements, such as:

- a minimum number of characters
- the use of upper case letters
- the use of numeric characters

Customer Self Service features 'Password Rules' as a means of implementing password policy. There are two steps in configuring the functionality:

1. Create a password rule.
2. Apply the password rule at Role level.


Step-by-step guide

To Create a Password Rule:

1. Login as an Administrator.
2. Navigate to '**Accounts**' --> '**Password Rules**' (/zpasswordrule.aspx).
3. Click '**New**'.
Update the field values as follows:
 - a. **Password Rule Code** - a unique code for the rule set.
 - b. **Password Rule Description** - a general description of the rule set.
 - c. **Days Before Expiry** - the number of days the password will be valid, before a Force Change is issued.
 - d. **Minimum Characters** - the minimum number of characters required.
 - e. **Uppercase Characters** - the minimum number of upper case characters required.
 - f. **Lowercase Characters** - the minimum number of lower case characters required.
 - g. **Numeric Characters** - the minimum number of numeric characters required.
 - h. **Cycles Before Reuse** - the number of new passwords the user must cycle through before being allowed to reuse a previous password.
5. Click '**OK**' to save.

Password Rules Maintenance

Password Rule Code	Password Rule Description
<input checked="" type="radio"/> Test1	Test Rule 1

 Modify : New : Delete : Cancel : OK

1 records. (1 page) 1

Password Rule Code : Test1

Password Rule Description :

Days Before Expiry :

Minimum Characters :

Uppercase Characters :

Lowercase Characters :

Numeric Characters :

Cycles Before Reuse :

To Assign a Password Rule at Role Level:

1. Login as an Administrator.
2. Navigate to **'Accounts'** --> **'Role Management'** (/zRoles.aspx).
3. Select the required role via radio button.
4. Click the **'Functions'** tab.
5. Click **'Modify'**.
6. Locate the flag labelled **'Password Rule Code'**.
7. Select the required password rule from the drop-down list.
8. Click **'OK'** to save.

Registered Role Name :

Allow Back From Order Complete : ☐

Force Own Order Search : ☒

Registration Email Address Validation :

Field Group for User Administration Preferences :

Use the Warehouse Pack Qty : ☐

User Registration Template :

Allow B2C Change Delivery Address : ☐

Password Rule Code :

Category Template Suffix :

Ac Pay Customer Discount Clause :

Ac Pay Customer Trans Discount Clause :

Hide Internal Pricing : ☐

Freight Override : ☐

There is also a flag to indicate whether Password Rules should be enforced at the point of new user registration. If the setting is toggled on, the role associated with self-registered users will dictate which password rule is applied.
(This flag is available on versions 3.69.03 and later)

To Apply Password Rules on User Registration:

1. Login as an Administrator.
2. Navigate to **'Settings'** --> **'Settings'** (/zSettings.aspx).
3. On the **'General'** tab, locate the flag **'Apply Password Rules to Registration'**.
4. Tick the box to enable the functionality.
5. Click the **'Update'** button at the bottom of the page to save.

Related help

- [User Impersonation](#)
- [Update Session Timeouts](#)
- [User Password Rules](#)
- [Lock a Website User to an IP Address](#)
- [Monitoring and Restriction Requests from IP Addresses](#)