Password Settings

- 1. Log in with a Site Manager account.
- 2. Select **Security** under Control Panel in the main navigation menu.

CONTROL PANEL -
Calendar
Language
Security
Emails

3. Select the desired settings.

Password Settings Case Sensitive Display Passwords to Site Managers as Plain Text Display Passwords to Help Desk Users as Plain Text Display Passwords to Campus Managers as Plain Text Display Passwords to Campus Admins as Plain Text

4. Choose Case Sensitive to require that passwords discriminate between uppercase and

lowercase letters instead of allowing for either.

5. Choose which user types (if any) are allowed to view passwords as plain text. Plain text means

that the stored passwords are unencrypted and can be easily read by the user types selected.

6. **Save**.

