# C/\SC/\DE

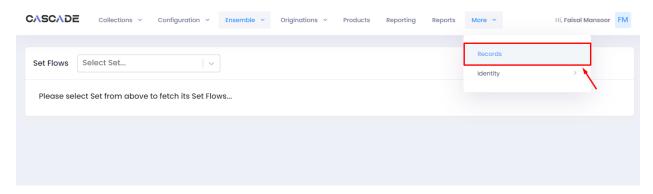
# Password Policy

UNIKREW SOLUTIONS

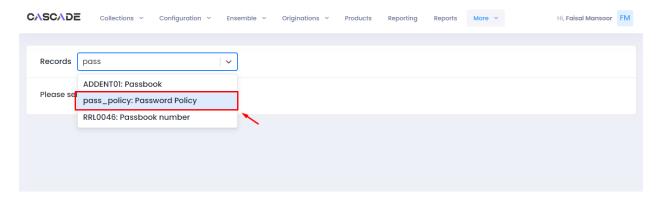
## Password Policy

### Maker

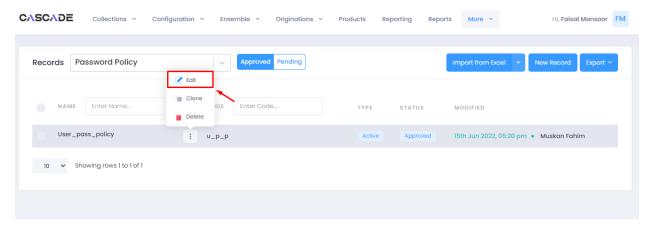
1. Go the 'records' tab.



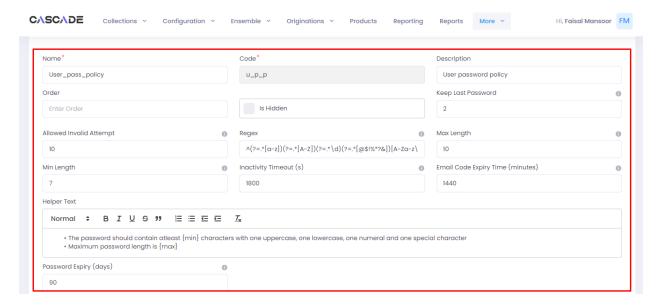
2. Select 'Password Policy' from the dropdown menu.



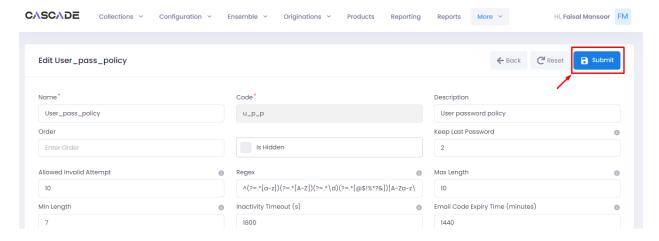
3. Click on 'edit' to edit the existing password policy.



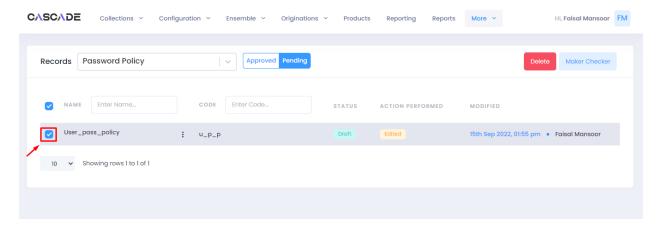
4. You can edit the fields such as 'allowed invalid attempts', 'min & max lengths of the password', 'inactivity timeout' etc. to your liking.



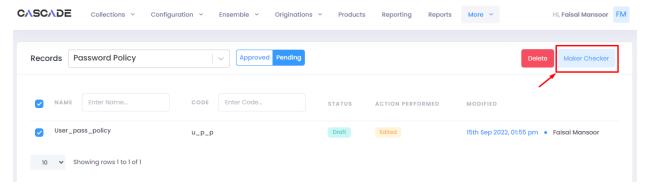
5. Click on 'submit' to save the changes.



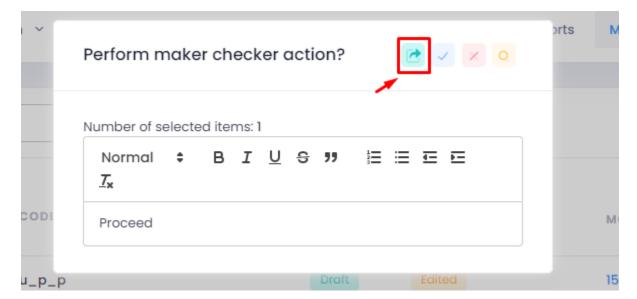
6. Under the 'pending' tab, select the record you edit by ticking the checkbox.



7. Then click on the 'maker checker' button.

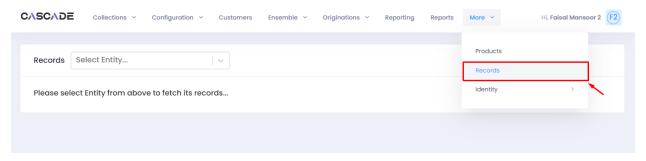


8. Leave comments then click on 'send for approval' button.

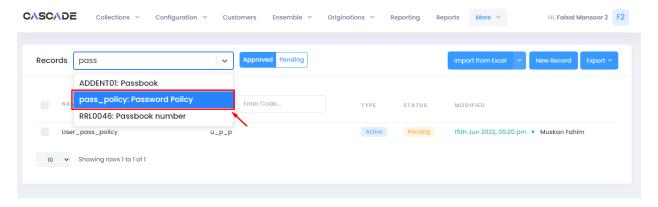


#### Checker

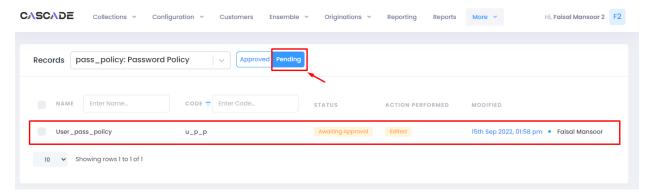
1. From the checker account, click on the 'records' tab.



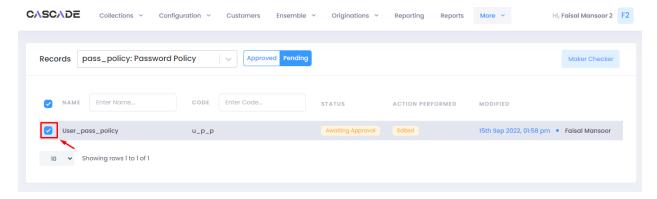
2. Select 'password policy' from the dropdown menu.



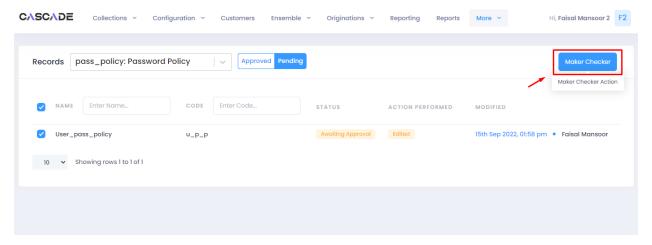
3. Then click on 'pending'. Here you will see the items that require approval including the password policy that was edited.



4. Select the record by ticking the checkbox.



5. Click on the 'maker checker' button.



6. Leave comments, then click on 'approve'.

