Password change options

Changing the password

With DB-internal authentication, the user must enter their **user name** and **password** in the **login form** when entering Webdesk. This pair is then checked against the database and, if they match, the user with the entered user name is logged in to the system.

There are 2 ways to **change the password** in Webdesk:

- Proactive change of the password by the **user** (if authorized) via the action 'po_changePassword' (User menu -> Settings -> Change password)
- Resetting of the password by the **administrator** via the action 'po_editPerson' (MASTER DATA -> Persons -> select person -> "Settings" tab -> "Reset password" button at the bottom right)

If the administrator has **reset** the password for a particular user, the new password, depending on the setting in the system parameters, is either the **user name** or a predefined **default password**. Depending on the setting, the user must then change this password after the first login in the change form that appears automatically.

If the **validity** of a password has expired, or the "**Force password change**" flag in the system parameters "PoPassword" is set to true, the user is asked to change their password after logging in. The usual dialog follows, with re-entry of the old password and double entry of the new password.
After a successful change, the interface shows a success message and offers a link to start the application.

Furthermore, the login form now contains a **hyperlink** that makes it possible to change the password for any *userName*. Clicking it and entering a *userName* leads to the password change process described above.

With the settings for a **password reset mail**, a **mail notification** can be configured that is generated when the password is reset to a random value. These are made via the system parameters.

In *"**Advanced functions**"* there are two actions in the selection box at the top under *"Module-specific actions"*:

- **Reset all passwords**
  all passwords are reset to the value specified by the PasswordResetPolicy
- **Reset all passwords to random values and send mails**
  all passwords are set to values generated by a random generator, and each of these passwords is sent in a mail to the corresponding user; this is only done if the user actually has a mail address.