



# Password Management

Published on 06/03/2017

## Resetting your Credentials

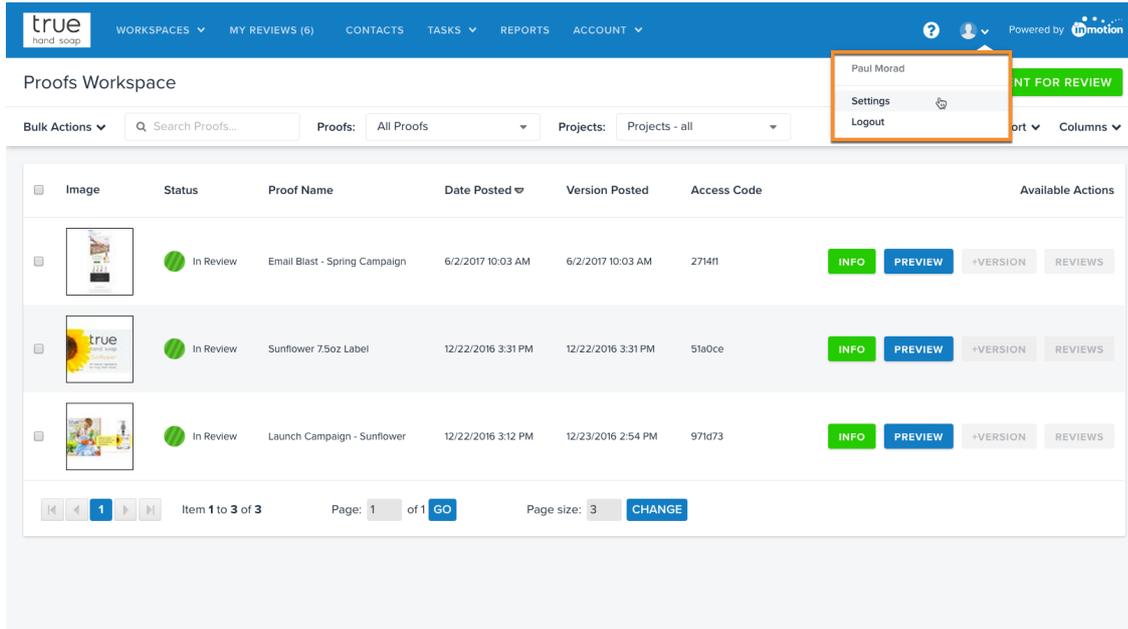
You can reset your password directly from the inMotion login page. Click the **'Forgot Password'** link below the login button and you will be asked to enter your username. Once you've entered your username, the system will then send you an automated email with a link to set your new password.

If you've forgotten your username, click the **'Forgot Username'** link below the login button and the system will request your email address. You will then be emailed your current username. Follow the steps above if you have also forgotten your password.

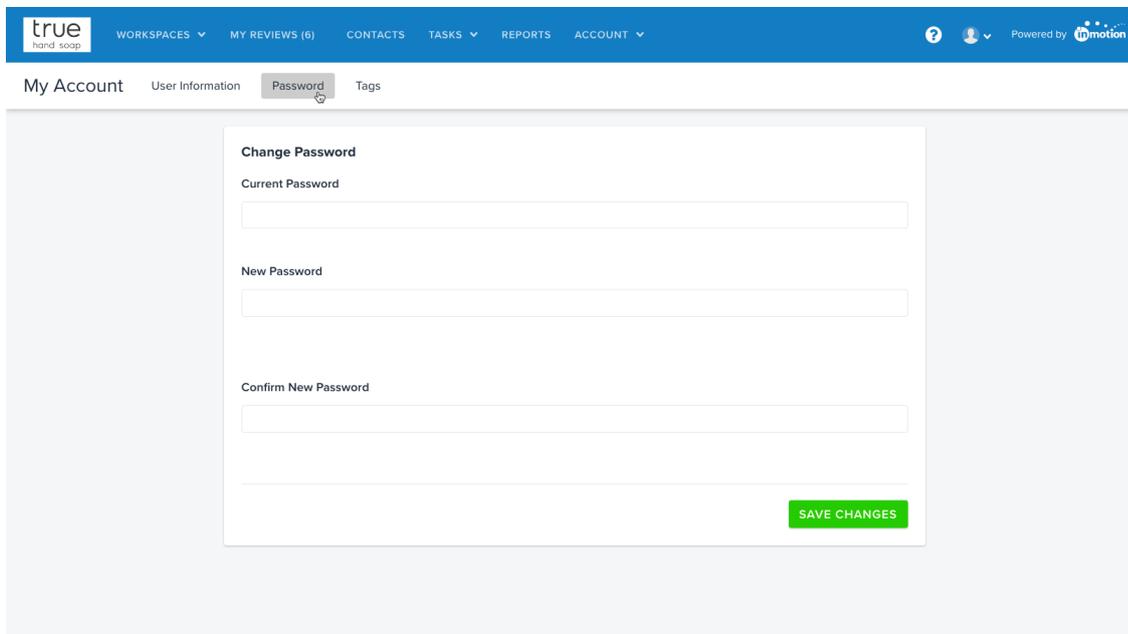
If you've forgotten your username and email address, you can contact your administrator to resend your inMotion credentials.

## Updating your Password

As an inMotion user, you can update your password any time by clicking your avatar icon in the upper right hand corner of the screen. Select **Settings** from the menu to proceed.



From there, click on **Password** in the sub-navigation near the top of the screen, enter your new and old password accordingly, and click **SAVE CHANGES**.



Sending Login Credentials to Users

Sending Login Credentials to Contacts

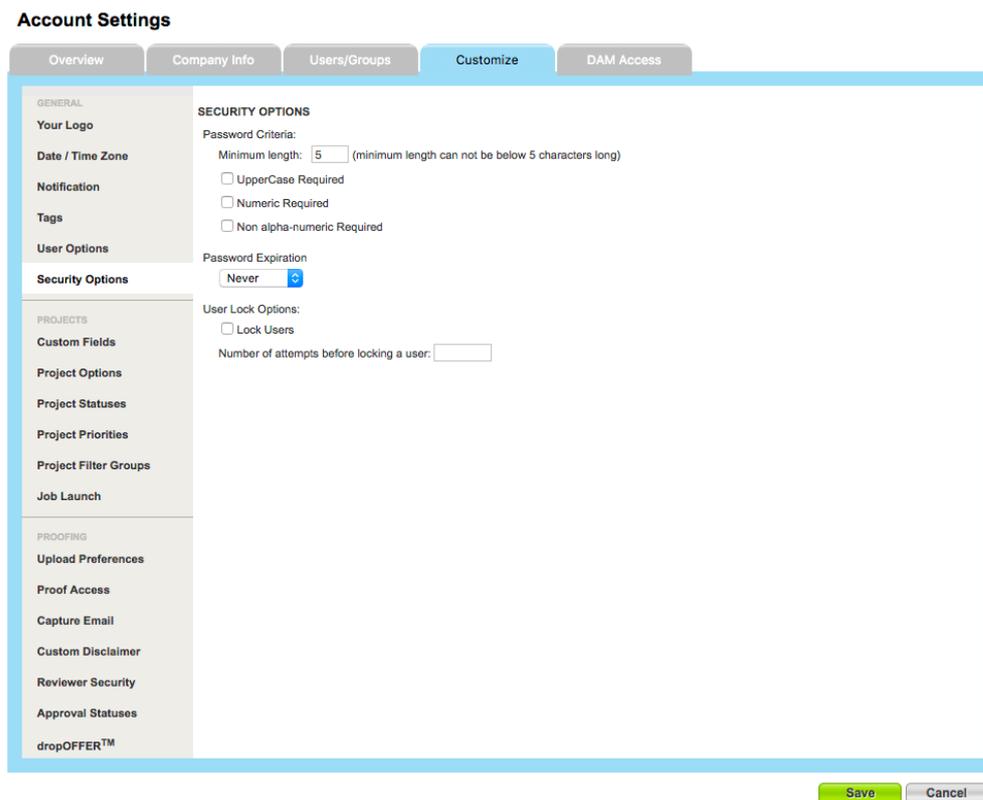
# Resetting User and Contact Passwords as an Administrator

## Password Security Options

Navigate to **Account > Account Settings > Customize > Security Options** to view and customize the following security settings.

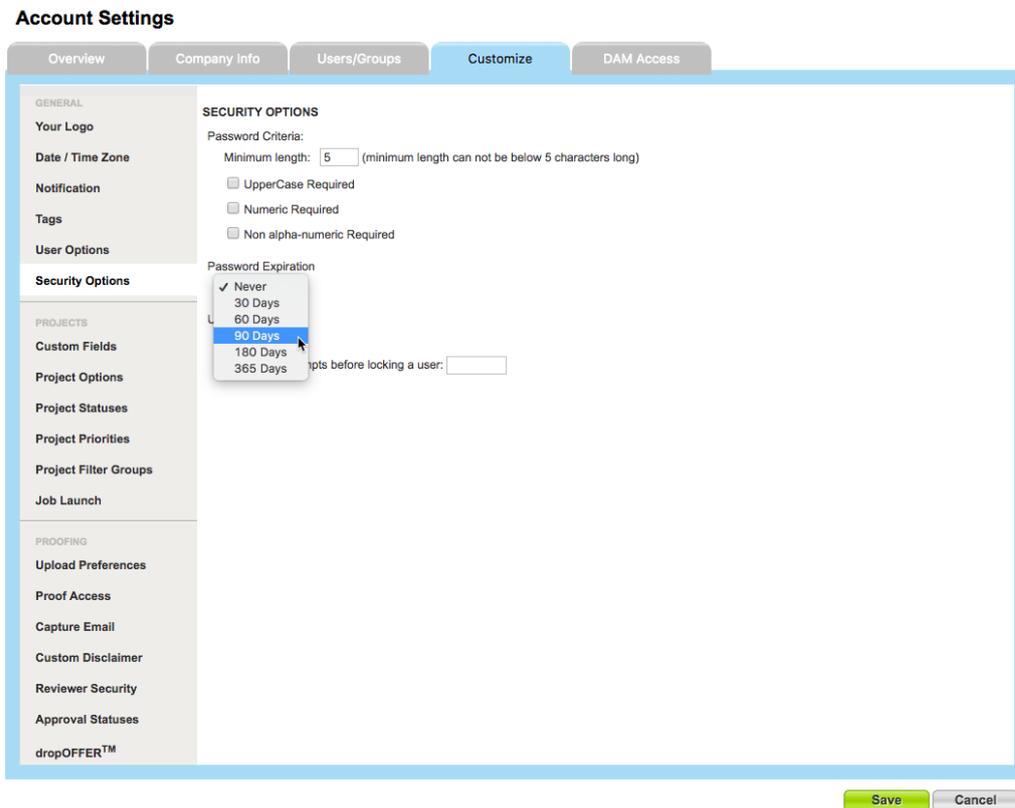
## Password Criteria

To enforce more secure passwords set by your organization, you can enable various options like password length, upper case, numeric and non alpha-numeric (symbols) requirements.



## Password Expiration

If you would like to set a password expiration for all users and contacts within your organization, you can establish a time frame for automatic expiry. This time frame begins to count down after the most recent password creation or password change. You are able to choose from the standard options of 30, 60, 90, 180 or 365 days.



If a user's password is set to expire soon, they will receive an alert in the top right of their workspace near the user avatar. By selecting this alert, they can click '**Change you password now**' to be brought directly to the change password screen.



true  
Hand Tools

WORKSPACES MY REVIEWS (1) CONTACTS TASKS REPORTS ACCOUNT

Proofs Workspace

Bulk Actions Search Proofs... Proofs: All Proofs Projects: Projects - all

Image	Status	Proof Name	Project Name	Date Posted	Version Posted	Access Code	Contact Tag	Settings	Logout	Available
	Out For Review	True Soap Campaign		9/19/2017 11:06 AM	9/19/2017 11:06 AM	38760	Creative Director	9/22/2017 5:00 PM (expires in 2 days 6 hours)	INFO PREVIEW +VERSION	
	Actions Taken	Product Label		6/13/2017 4:25 PM	6/13/2017 4:25 PM	a43efe	Creative Director		INFO PREVIEW +VERSION	
	Retrieved	Email Blast - Spring Campaign		6/2/2017 10:03 AM	6/2/2017 10:03 AM	27148	Creative Director		INFO PREVIEW +VERSION	

Item 1 to 3 of 3 Page: 1 of 1 GO Page size: 3 CHANGE

OWEN DERBY  
Your password is set to expire in 5 days.  
Change your password now.

Settings Logout

IT FOR REVIEW CLEAR FILTERS

true  
Hand Tools

WORKSPACES MY REVIEWS (1) CONTACTS TASKS REPORTS ACCOUNT

My Account User Information Password Tags

Change Password

Current Password

New Password

Confirm New Password

SAVE CHANGES

If a user's password has already expired and they attempt to login, they will be taken directly to the change password screen.

## User Lock



User Lock allows you to prevent a user from logging in after a certain number of failed attempts. If a user attempts to login with the incorrect credentials, this is considered one attempt. Once a user is locked out, a password reset is required to unlock the account. This can be done by the user via email, or by an Administrator in **Account > Account Settings > Users/Groups**.

### Account Settings

- Overview
- Company Info
- Users/Groups
- Customize**
- DAM Access

**GENERAL**

Your Logo

Date / Time Zone

Notification

Tags

User Options

**Security Options**

**SECURITY OPTIONS**

Password Criteria:

Minimum length:  (minimum length can not be below 5 characters long)

UpperCase Required

Numeric Required

Non alpha-numeric Required

Password Expiration

User Lock Options:

Lock Users

Number of attempts before locking a user:

**PROJECTS**

Custom Fields

Project Options

Project Statuses

Project Priorities

Project Filter Groups

Job Launch

**PROOFING**

Upload Preferences

Proof Access

Capture Email

Custom Disclaimer

Reviewer Security

Approval Statuses

dropOFFER™