



Password Management

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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

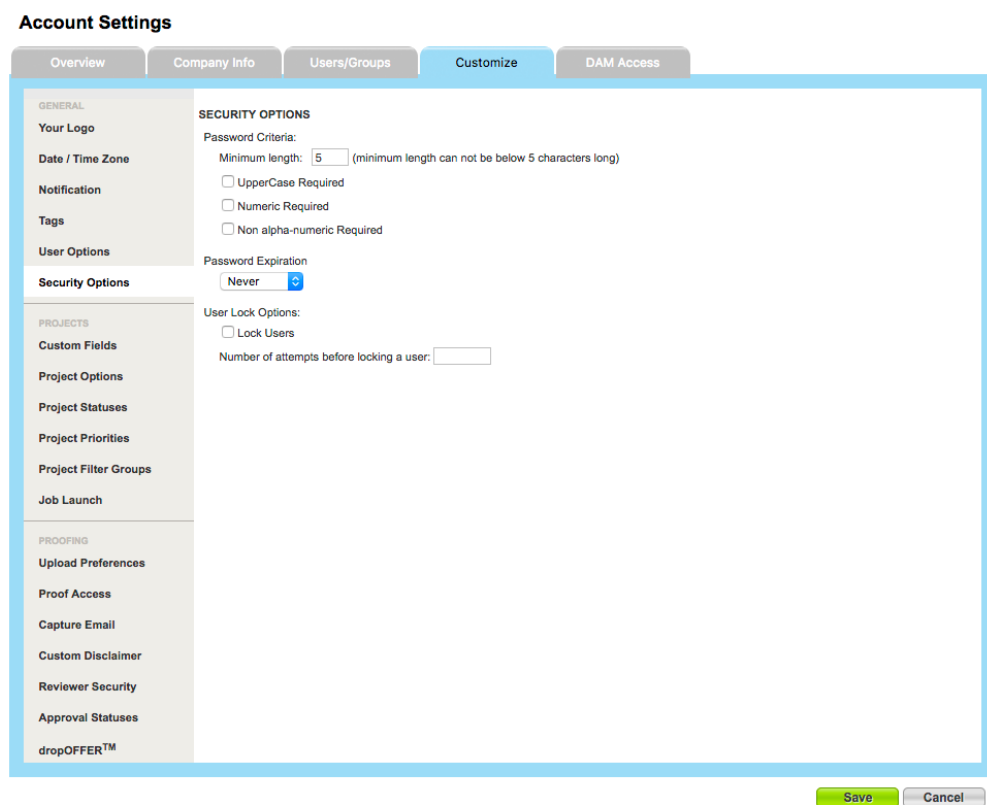
Resetting User and Contact Passwords as an Administrator

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.



The screenshot shows the 'Account Settings' interface with the 'Customize' tab selected. The left sidebar contains a tree view with categories: GENERAL (Your Logo, Date / Time Zone, Notification, Tags, User Options, Security Options), PROJECTS (Custom Fields, Project Options, Project Statuses, Project Priorities, Project Filter Groups, Job Launch), and PROOFING (Upload Preferences, Proof Access, Capture Email, Custom Disclaimer, Reviewer Security, Approval Statuses, dropOFFER™). The 'Security Options' section is active, showing 'Password Criteria' with a minimum length of 5 and checkboxes for 'UpperCase Required', 'Numeric Required', and 'Non alpha-numeric Required'. The 'Password Expiration' is set to 'Never'. The 'User Lock Options' section has a checkbox for 'Lock Users' and a field for 'Number of attempts before locking a user:'. At the bottom right are 'Save' and 'Cancel' buttons.

Account Settings

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

GENERAL

- Your Logo
- Date / Time Zone
- Notification
- Tags
- User Options
- Security Options**

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™

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:

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.

Account Settings

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

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Your Logo

Date / Time Zone

Notification

Tags

User Options

Security Options

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™

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

☒ Never
☐ 30 Days
☐ 60 Days
☐ 90 Days
☐ 180 Days
☐ 365 Days

Attempts before locking a user:

Save Cancel

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.



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	Available
	Out For Review	True Soap Campaign		9/19/2017 11:06 AM	9/19/2017 11:06 AM	387d0	Creative Director	9/22/2017 5:00 PM (expires in 2 days 6 hours)
	Actions Taken	Product Label		6/13/2017 4:25 PM	6/13/2017 4:25 PM	a43efe	Creative Director	
	Retrieved	Email Blast - Spring Campaign		6/2/2017 10:03 AM	6/2/2017 10:03 AM	2714f1	Creative Director	

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

IT FOR REVIEW CLEAR FILTERS

Settings Logout

9/22/2017 5:00 PM (expires in 2 days 6 hours)

INFO PREVIEW +VERSION

INFO PREVIEW +VERSION

INFO PREVIEW +VERSION

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**.

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PROOFING

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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:

Save **Cancel**