

# ArtfulBits Password Change Web Part

for Microsoft® SharePoint®



## User Guide

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### Overview

ArtfulBits Password Change Web Part allows users to change their own passwords from within the SharePoint environment using standard text box interface (current password, new password and confirm new password). It supports Windows authentication and Forms-based which includes Active Directory (AD), Lightweight Directory Access Protocol (LDAP), SQL and other authentication providers.

#### ArtfulBits Password Change Web Part

Current Password:

New Password:

Retype New Password:

#### Password Policy

Your password must be at least 8 characters long and contain at least 3 of the following:

- Upper case letters
- Lower case letters
- Number
- Special characters

Password must not contain the user's account name or parts of the user's full name.

User can access a page with configured Password Change Web Part, enter current password, new password, confirm it, and post changes. If current password is incorrect or the new password does not meet the password policy,

password change fails and an error message is displayed. When password has been successfully changed, web part displays the message and the email notification is sent.

## Feature List

Feature	SharePoint 2010	SharePoint 2013
Allows password change without administrator intervention	✓	✓
Supports Windows and form based authentications	✓	✓
Supports AD, LDAP, SQL and other membership providers	✓	✓
<b>Supports Windows local users</b>	✓	✓
Customizable email notification	✓	✓
Warns users if the password change failed or does not meet the password policy	✓	✓
Customizable Password Policy description	✓	✓
"Change Password" action added in user personal menu	✓	✓
Language pack support (desired localization could be added by request)	✓	✓

## Why ArtfulBits Password Change Web Part?

SharePoint does not provide mechanism for users to change their passwords. Due to security and other reasons, users need to change their passwords for intranet or extranet SharePoint portals from time to time. Using ArtfulBits Password Change Web Part, authorized users can change their passwords without site administrator intervention and any other difficulties.

## How to Use

Before using Password Change Web Part it is required to activate "ArtfulBits Password Change Web Part" site collection feature and specify Password Change global settings (per site collection).

## Password Change Global Settings

Navigate to Password Change Settings page to specify Password change global settings (Site Actions → Site Settings → Site Collection Administration → Password Change setting):



### Site Collection Administration

- Search settings
- Search scopes
- Search keywords
- FAST Search keywords
- FAST Search site promotion and demotion
- FAST Search user context
- Recycle bin
- Site collection features
- Site hierarchy
- Site collection audit settings
- Audit log reports
- Portal site connection
- Site collection policies
- Content type publishing
- Help settings
- Password Change settings**
- Password Expiration settings

<p><b>General Settings</b></p>	<p>Domain:</p> <input type="text"/> <p>Required when using Forms Based Authentication (FBA) with Lightweight Directory Access Protocol (LDAP) membership provider.</p>
<p><b>Password Policy</b></p> <p>Customize Password Policy description.</p>	<p><input checked="" type="checkbox"/> Show Password Policy</p> <p>Password Policy Description</p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Password Policy</b> Your password must be at least 8 characters long and contain at least 3 of the following:</p> <ul style="list-style-type: none"> <li>• Upper case letters</li> <li>• Lower case letters</li> <li>• Number</li> <li>• Special characters</li> </ul> <p>Password must not contain the user's account name or parts of the user's full name.</p> </div>
<p><b>Email Settings</b></p> <p>Customize email notification on password change. You can use following template fields in e-mail subject and body: <b>\$TODAY\$, \$USERLOGINS\$, \$USERNAME\$.</b></p>	<p><input checked="" type="checkbox"/> Send email notification on password change</p> <p>Email Subject</p> <input type="text" value="Password Changed"/> <p>Email Body:</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Greetings!</p> <p>Your password has been changed. If you did not change your password, please contact administrator immediately to avoid any security issues.</p> <p>You cannot reply to this email.</p> </div> <p>Email From:</p> <input type="text" value="noreply@companyname.com"/> <p>Email Bcc:</p> <input type="text"/>

On this page you can provide global password change settings for site collection:

- **General Settings**
  - **Domain** - provide your domain name , required when LDAP authentication provider is used
- **Password Policy**
  - **Show Password Policy** - check to show password policy description for end user
  - **Password Policy Description** - type password policy description or any text you would like to display for end user in Password Change interface

- **Email Settings** - allows to customize email notifications, sent to user after the password is changed
  - **Send email notification on password change** - specify whether or not a confirmation email should be sent to users after they have successfully changed their passwords
  - **Email Subject** and **Email Body** - specify e-mail subject and body. You can use following template fields: *\$TODAY\$, \$USERLOGIN\$, \$USERNAME\$*
  - **Email From** - specify sender's address
  - **Email Bcc** - specify administrator email to be notified about confirmation e-mails sent to users

## Password Change Web Part


In order to use ArtfulBits Password Change Web Part you must first add it to your desired page as any standard Web Part.

### ArtfulBits Password Change Web Part

Current Password:

New Password:

Retype New Password:

 [Open the tool pane](#) to configure this web part.

After that click on "Open the tool pane" link to edit the Web Part. On Password Change Settings panel you can configure the following:

ArtfulBits Password Change Web Part

Current Password:

New Password:

Retype New Password:

#### Password Policy

Your password must be at least 8 characters long and contain at least 3 of the following:

- Upper case letters
- Lower case letters
- Number
- Special characters

Password must not contain the user's account name or parts of the user's full name.

ArtfulBits Password Change Web Part

Password Change Settings

[Click here to open password change settings page.](#)

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Password Policy

Show Password Policy

Password Policy Description

**Password Policy**

Your password must be at least 8 characters long and contain at least 3 of the following:

- Upper case letters
- Lower case letters
- Number
- Special characters

Password must not contain the user's account name or parts of the user's full name.

Choose the position of Password Policy

Bottom

- **Show Password Policy** - check to show password policy description
- **Password Policy Description** - type password policy description or helper text you would like to display to end user on Password Change Web Part
- **Choose the position of Password Policy** - select to display the password policy description at the top, left, right or bottom of the Web Part interface

## "Password Change" Action

Activating "ArtfulBits Password Change Action" site collection feature adds "Change Password" action in user personal menu:



By clicking "Change Password" action, user navigates to dedicated page to change their password. Use Password Change global settings page to specify Password Change settings.

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### Change your password

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Current Password:

New Password:

Retype New Password:

**Password Policy**  
Your password must be at least 8 characters long and contain at least 3 of the following:

- Upper case letters
- Lower case letters
- Number
- Special characters

Password must not contain the user's account name or parts of the user's full name.

## Release Notes

Version	Notes
v1.11 (July 16, 2013)	<b>New Features:</b> <ul style="list-style-type: none"><li>• Added Czech localization</li></ul>
v1.1 (February 5, 2013)	<b>New Features:</b> <ul style="list-style-type: none"><li>• Added SharePoint 2013 support</li><li>• Added password change support for local users</li><li>• Added German, Russian and Swedish localization</li></ul>
v1.0 (July 29, 2011)	<b>Initial Release</b>

## See Also



### [Cascaded Lookup Column](#)

Cascaded Lookup Column allows building relationship between parent and child columns, the data selected in one field will determine the options presented in another.



### [Category Column](#)

Category Column allows tracking, organizing and grouping list items. Outlook 2007 approach for elements categorization, easy indicator color changing and using of advanced tooltip, provide a high professional component style.



### [Column Data Adapter](#)

Column Data Adapter is an extension component providing ability to use ArtfulBits Columns in Microsoft Access forms, reports and Microsoft Excel.



### [Column Permissions](#)

Column Permissions allows you to manage access to list content on column level. Permissions can be assigned for individual users and for SharePoint groups as well and are effective in forms and list views, as well as in the SharePoint Alerts, RSS, Datasheet and even during exporting to Excel and opening with Access.



### [Cross-Site Lookup Column](#)

Use Cross-Site Lookup Column for getting data from any site within site collection. Component includes a powerful function of searching over lookup list. This function provides substring matching in selected column which is very useful for large lists (over 50-100 items).



### [Discussion Column](#)

Need to organize well formatted conversation in the list item without enabling list versioning? Discussion Column is the right choice. Component allows entering rich text with formatting, images, tables, hyperlinks and other features.



### [Email Web Part](#)

ArtfulBits Email Web Part allows sending e-mail messages directly from Microsoft SharePoint site. You can notify task assigned users, send gratitude or just send regular e-mail message, etc.



### [Follow-Up Column](#)

Follow-Up Column enables due date flags similar to Outlook follow-up functionality. Applying of flags to the list item allows adding of visual reminder in a natural way.



### [Image Upload Column](#)

Quick and simple way of uploading pictures. Image Upload Column provides with ability to select a picture using file browsing dialog, upload and display it in the list view.

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### **KPI Column**

KPI (Key Performance Indicator) Column is simple graphical scorecards that can be used to evaluate business data against business goals. With this column you reduce risk to overlook information about the status of value.



### **Link to Document Column**

Link to Document Column allows referencing files and folders placed at Document Library and provides easy and intuitive way to download files directly from column. Use this column to provide a browsing interface that allows users to browse to an object to link to instead of typing a URL.



### **Parent Selector Column**

Parent Selector Column is used for organizing hierarchical relations in SharePoint list. Picker dialog allows choosing data from large lists. Standard Lookup column can be easily converted to Parent Selector column and vice versa.



### **Password Expiration Web Part**

Password Expiration Web Part enables Active Directory users to be notified via Web Part interface that their passwords are about to expire. It also automatically sends out email notifications to users before the password expiration date.



### **Password Reset Web Part**

Password Reset Web Part allows users to reset their forgotten passwords from within the SharePoint environment without administrator intervention.



### **Professional Calendar Web Part**

Professional Calendar Web Part provides following key benefits: it allows combining events from different SharePoint Lists, from any SharePoint Site, in one Calendar view; allows specifying different color sets for different event sources; supports on-the-fly AJAX-enabled editing features in Outlook like style; and other enhanced functionalities.



### **Progress Column**

Progress Column provides users with the ability to make SharePoint lists more visualized by displaying numerical data on the page using percentage-based progress bar. Professional progress bar style will make your SharePoint list really modern and stylish.



### **Video**

Video Column and Video Web Part are powerful controls made for uploading, managing, linking and playing video files. These controls support variety of video files that can be uploaded from computer, or linked from SharePoint library or streamed from direct URL.

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## **Remarks**

Information in this document may be outdated. Please, visit [www.artfulbits.com](http://www.artfulbits.com) for the latest product version.