

Force Password Change

Version 3

Published 1/4/2022 08:15 PM by [JD Flores](#) Last updated 5/2/2023 01:07 AM by [Michael Upex](#)

You can prompt users to create their own passwords by taking advantage of our [Bulk Import Users](#) feature and going through the following steps:

1. Upload a CSV file with columns for username, email, and password. To get your CSV file, go to **Control Panel > People > Manage People > Options > [Download CSV File of Users](#)**.

Fill the password column with default passwords, which your users will later change. Below is an example of a file to bulk import:

Username	Email	Password
user1	user1@axerosolutions.com	abcd1234
user2	user2@axerosolutions.com	abcd1234
user3	user3@axerosolutions.com	abcd1234
user4	user4@axerosolutions.com	abcd1234

2. Then, upload your file in Bulk Import People. Go to **Control Panel > People > Manage People > Options > [Bulk Import Users](#)**.
3. Next, direct users to try to login. They will get an error message for typing in an incorrect password. Users should then click [Forgot Password](#) :

Wrong username and password combination.

Login to your account

Email or username *

admin

Password *

☐ Remember me next time

Sign in

[Forgot password](#)

Not a member? [Join now](#)

4. They will be taken through the process to change their password.

Change Login Error Message

You can change the login error message by going to **Control Panel > System > Localized Content** and search for **GlobalLoginAttemptFailedText** with **Search resource key only** selected.

Localized Content

Add Resource KeyConvert ResourcesReplace Resources

Note: These are advanced settings. If not properly configured, they could affect the stability of the platform.

Translate or replace localized static text and content. (Learn More)

GlobalLoginAttemptFailedTexten-US (English)SearchHide advanced

☐ Search both resource keys and values☐ Search resource value only☒ Search resource key only☐ Exact match

Key	Value	Culture Name	Edit	Delete
No entries found				

Click edit:

Localized Content

Add Resource KeyConvert ResourcesReplace Resources



Note: These are advanced settings. If not properly configured, they could affect the stability of the platform.

Translate or replace localized static text and content. (Learn More)

GlobalLoginAttemptFailedTexten-US (English)SearchHide advanced

☐ Search both resource keys and values☐ Search resource value only☒ Search resource key only☐ Exact match

Key	Value	Culture Name	Edit	Delete
-----	-------	--------------	------	--------

GlobalLoginAttemptFailedText	Wrong username and password combination.	en-US		
------------------------------	--	-------	---	---

Page 1 of 1 (1 items)

Update the text to what you want it to display.

Control Panel

PeopleContentSystemAnalytics

Exit Control PanelLogout

Settings

General Settings

Application Settings

Integrations

External Drives

Workflows

System Permissions

Profanity Filters

Robots.txt

Look and Feel

Logo and Branding

CSS Overrides

Localized Content

Edit resource

* Key	GlobalLoginAttemptFailedText
* Value	Wrong username and password combination. To change your password, click Forgot Password.
* Culture Name	en-US (English)

Save ChangesCancel

Result:

Wrong username and password combination. To change your password, click Forgot Password.

Login to your account

Email or username *

admin

Password *

☐ Remember me next time

Sign in

[Forgot password](#)

Not a member? [Join now](#)