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

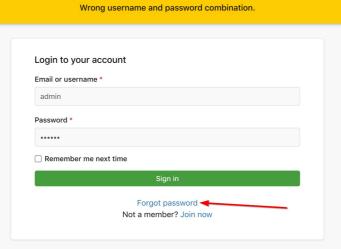
You can prompt users to create their own passwords by taking advantage of our Bulk Import Users feature and going through the following steps:

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

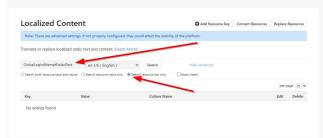
- 2. Then, upload your file in Bulk Import People. Go to Control Panel > People > Manage People > Options > Bulk Import Users.
- 3. Next, direct users to try to login. They will get an error message for typing in an incorrect password. Users should then click Forgot Password:



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.



Click edit:



