

Professional User Guide:

Password Management Facility for User
Management



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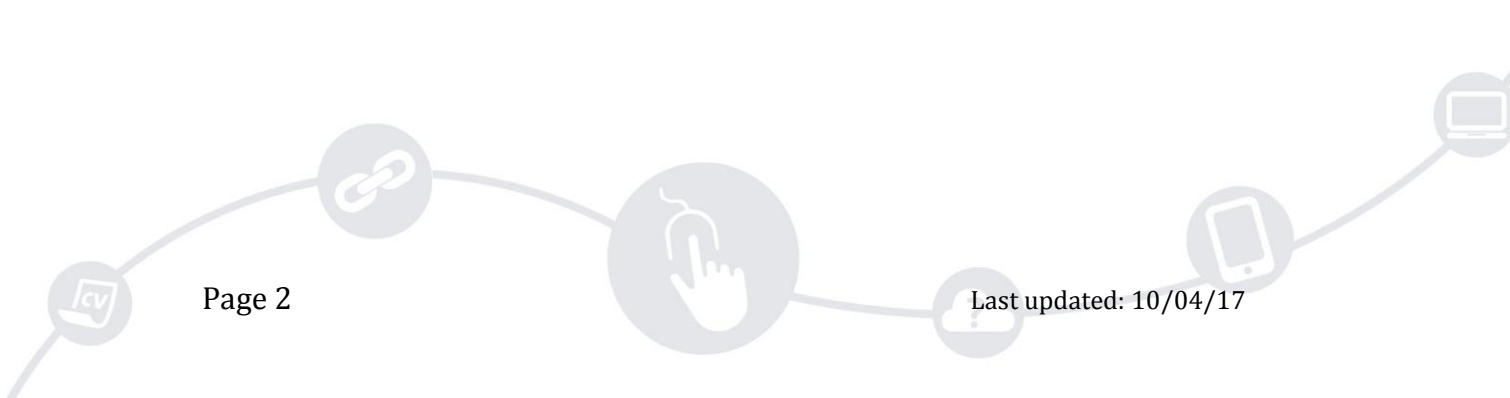


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Contents

How to search for a client..... 4

How to generate a temporary password 6



In order to upgrade the security around the management of Careerswales.com user accounts and improve the existing password management facility we have made the following changes to the User Management section of the Professionals site:

- Management of user passwords will now be a separate process – there will be a more comprehensive search facility for searching and sorting users ensuring that user accounts can be managed more quickly.
- Introduction of expiry dates for user accounts with temporary passwords – When a temporary password is generated users will be required to login within 14 days of the password being generated before it expires. Once logged in users can change the password to one of their choosing
- Ability to easily generate temporary passwords on mass across form and year groups, and view the passwords on screen or download them into a CSV file
- Removed the Temporary Passwords reports from the View Reports section
- Removed the 'Reset Password' column from under each of the year group and Professional tabs in User Management

How to search for a client

To search for a client within the User Management page of the Professional site, select the “Manage Users Password” link and a page similar to below will be displayed.

Professional

Filter

First name: Last name: Date of birth: Year Group: Form Group:

☐ Show professional users only

Users

Page 1 of 7 [Next](#) [Last](#) Displaying 1 to 50 out of 311 results

First name	Last name	Username	Date of birth	Year group	Form group	Last login	Temporary Password	Edit	Reset
Ryan	Bailey	bailey,ryan	13.06.1995	Year 10			Yes - Expires (03-04-2017)		<input type="checkbox"/>
ac	test	ac	01.01.1995	Year 11		10.09.2015	Yes - Expires (03-04-2017)		<input type="checkbox"/>
admin	test	admin	01.01.1995			23.01.2014	No		<input type="checkbox"/>
Aiden	John	aidenjohn	01.01.1992	Year 11	A	03.04.2016	Expired		<input type="checkbox"/>
alan	test	alan	01.01.1995			04.09.2014	No		<input type="checkbox"/>
alex	salmon	alexsalmon	01.01.1994	Year 9	9A	16.01.2015	Expired		<input type="checkbox"/>
Alun	Williams	alunwilliams	01.01.1992	Year 10	9D		No		<input type="checkbox"/>
Amanda	North	amandanorth	01.01.1992	Year 10	10CC		Expired		<input type="checkbox"/>
Amie	Field	amiefield	01.01.1992				No		<input type="checkbox"/>
amie	field	amiefield2	01.01.1995	Year 11	10CC	19.10.2015	Expired		<input type="checkbox"/>
Amie	Kelly	amiekelly	01.01.1995	Year 12		11.09.2013	Yes - Expires (03-04-2017)		<input type="checkbox"/>
amie	learner	amielearner	25.06.1997	Year 11		29.06.2015	Yes - Expires (03-04-2017)		<input type="checkbox"/>
Amie	Prof	amieprof	01.01.1995			16.07.2015	Yes - Expires (03-04-2017)		<input type="checkbox"/>
am	test	am	01.01.1995	Year 11		06.10.2016	Yes - Expires (03-04-2017)		<input type="checkbox"/>
andrew	learner	andrewlearner	01.01.1995	Year 11		10.09.2013	Yes - Expires (03-04-2017)		<input type="checkbox"/>

Figure 1

Use the search criteria to find the client(s) whose password(s) you wish to reset. You can search using the client's first name, surname and DOB. Alternatively, you can search for multiple clients' using the year group and/or form group drop down option. Click on the “Filter” button to conduct the search.

Temporary password status explained:

- Expired = the password has expired
- Yes - expires (03-04-2017) = the password expires on said date
- No = a temporary password has never been issued

Returned results will look similar to the screenshot below. To clear your search or to start again, select the “Reset Filter” link.

The screenshot shows the 'Professional' section of the careerswales.com website. The 'Filter' section includes fields for First name, Last name (containing 'learner'), Date of birth, Year Group (All), and Form Group (All). A 'Filter' button is present. Below the filter is a checkbox labeled 'Show professional users only'. A red arrow points to the 'Reset filter' link. The 'Users' section shows a table of results with columns: First name, Last name, Username, Date of birth, Year group, Form group, Last login, Temporary Password, Edit, and Reset. The table displays 42 results, with the first few rows visible.

First name	Last name	Username	Date of birth	Year group	Form group	Last login	Temporary Password	Edit	Reset
amie	learner	amielearner	25.06.1997	Year 11		29.06.2015	Yes - Expires (03-04-2017)		
andrew	learner	andrewlearner	01.01.1993	Year 11		10.09.2013	Yes - Expires (03-04-2017)		
Ann	Learner	annlearner	01.01.1993	Year 11		02.09.2015	Expired		
Ben	Learner	benlearner	01.01.1993	Year 11	11A		No		
Bethan	learner	bethanlearner	01.01.1993	Year 11		08.04.2014	No		
cap	learner	caplearner	01.01.1993	Year 11		16.12.2015	No		
cap	learner15	caplearner15	01.01.1994	Year 11		16.12.2015	No		
CAP	Learner	caplearner2	01.01.1994	Year 11		16.12.2015	No		
CAP	Learner2	caplearner22	01.01.1994	Year 11		22.07.2014	No		
cap	learner	caplearner23	01.01.1994	Year 11	11A	02.09.2016	No		
cap	learner	caplearner24	01.01.2000	Leaver		06.10.2016	No		
cap	learner	caplearner25	01.01.1994	Year 11		06.10.2016	No		
CAP	Learner	caplearner26	01.01.1994	Year 11		03.12.2014	No		
cap	learner	caplearner26	01.01.1994	Year 11	11y	05.12.2014	No		
cap	learner	caplearner29	01.01.1995	Year 11		25.08.2015	No		
CAPTest	Learner	captestlearner2	01.01.1994	Year 11		22.07.2014	No		
CAPTest	Learner	captestlearner3	01.01.1994	Year 11		22.07.2014	No		
CAPTest	Learner	captestlearner4	01.01.1994	Year 11		19.11.2014	No		

Figure 2

If searching for Professional users, select the tick box to return professional results only.

The screenshot shows the 'Professional' section of the careerswales.com website. The 'Filter' section includes fields for First name, Last name, Date of birth, Year Group (All), and Form Group (All). A 'Filter' button is present. Below the filter is a checkbox labeled 'Show professional users only'. A red arrow points to this checkbox. The 'Users' section shows a table of results with columns: First name, Last name, Username, Date of birth, Year group, Form group, Last login, Temporary Password, Edit, and Reset. The table displays 50 results, with the first few rows visible.

First name	Last name	Username	Date of birth	Year group	Form group	Last login	Temporary Password	Edit	Reset
Ryan	Bailey	Bailey2v3	13.06.1995	Year 10			Yes - Expires (03-04-2017)		
ac	test	actest	01.01.1995	Year 11		10.09.2015	Yes - Expires (03-04-2017)		
admin	test	adminitest	01.01.1990			23.01.2014	No		
Aiden	John	aidenjohn	01.01.1992	Year 11	A	03.04.2016	Expired		
alan	test	alanitest	01.01.1990			04.09.2014	No		
alex	salmon	alexsalmon	01.01.1994	Year 9	9A	16.01.2015	Expired		
Alun	Williams	alunwilliams2	01.01.1992	Year 10	9D		No		
Amanda	North	amandanorth	01.01.1992	Year 10	10CC		Expired		

Figure 3

How to generate a temporary password

Temporary passwords can be generated for a single user or multiple users. After the client or clients have been returned in the search results, select the tick boxes associated and then click on the “Reset Password(s)” button. This button will be disabled until at least one client has been selected.

Professional

Filter [Reset filter](#)

First name Last name Date of birth Year Group Form Group

learner All All

☐ Show professional users only

Users Displaying 1 to 42 out of 42 results

First name	Last name	Username	Date of birth	Year group	Form group	Last login	Temporary Password	Edit	Reset
amie	learner	amielearner	25.06.1997	Year 11		29.06.2015	Yes - Expires (03-04-2017)		<input type="checkbox"/>
andrew	learner	andrewlearner	01.01.1993	Year 11		10.09.2013	Yes - Expires (03-04-2017)		<input type="checkbox"/>
Ann	Learner	annlearner	01.01.1993	Year 11		02.09.2015	Expired		<input type="checkbox"/>
Ben	Learner	benlearner	01.01.1993	Year 11	11A		No		<input checked="" type="checkbox"/>
Bethan	learner	bethanlearner	01.01.1993	Year 11		08.04.2014	No		<input type="checkbox"/>
cap	learner	caplearner	01.01.1993	Year 11		16.12.2015	No		<input type="checkbox"/>
cap	learner15	caplearner15	01.01.1994	Year 11		16.12.2015	No		<input type="checkbox"/>

Figure 4

A window will appear giving you the option to either display the temporary password on screen or to download it. Choosing the download option is probably the preferred method if you are generating multiple temporary passwords i.e. a form group.

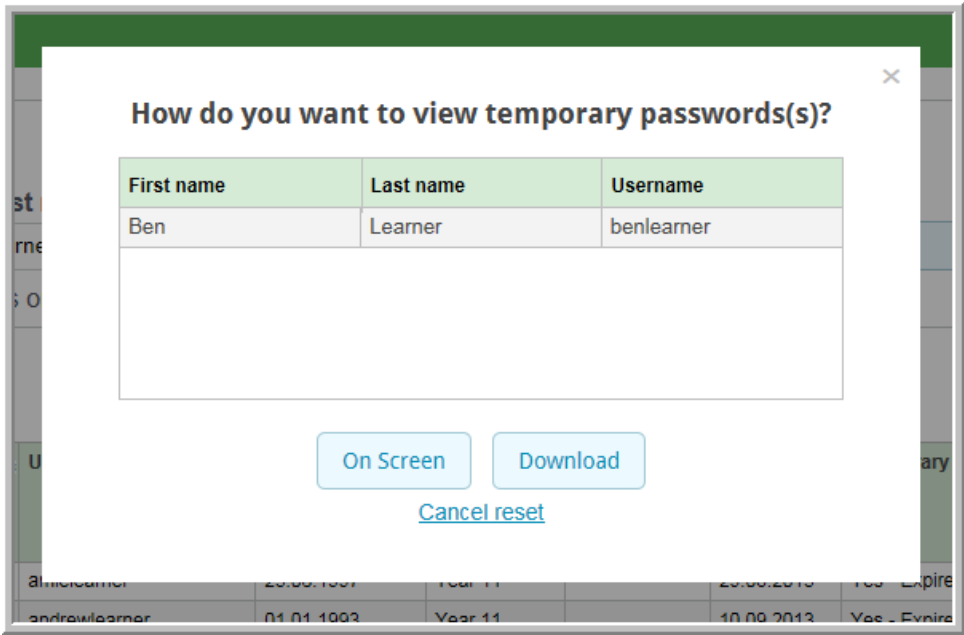


Figure 5

Selecting to view the password on screen will display the client(s) temporary password and what date the temporary password will expire. The client will have 14 days in which to login with that temporary password and create a unique one.



Figure 6

To navigate back to the mange users passwords page, click on the “Return to Manage Users” button.