## LMS USER GUIDE

THE WAY WE USE PASSWORDS IN LMS1

## **INFORMATION -**

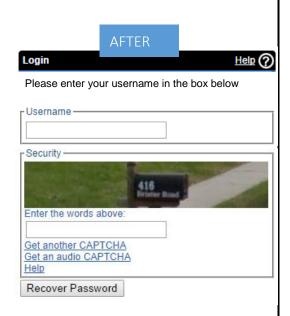
We are making some changes to the way we use passwords in LMS1. The reason for this is to make our system more secure.

## **INSTRUCTIONS**

## 1) Forgotten Password Functionality

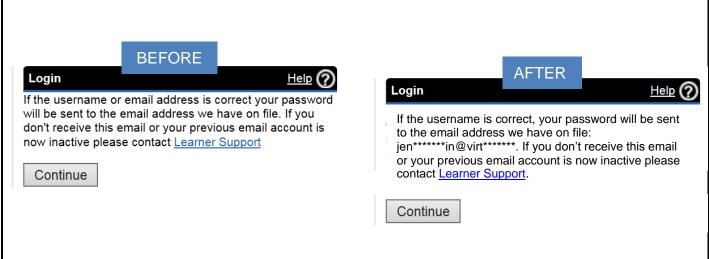
Currently when you log in, you can use the 'Forgotten your login details?' button to recover your password. We are going to remove the email address field on the forgotten password functionality. You will now be able to enter the userID:





20 November 2015 1

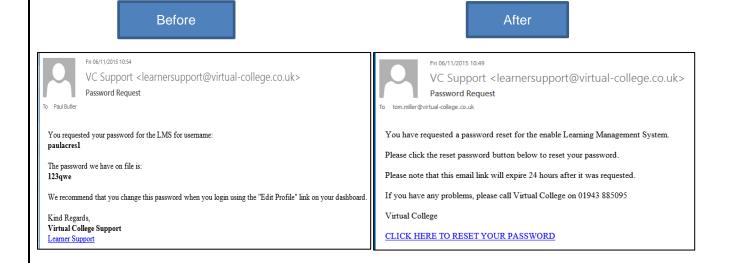
To make this process easier, you will see a message on screen telling you which email address the email has been sent to. However, most of it will be hidden e.g. je\*\*\*\*\*\*in@virt\*. If there is not an email on file for the user, this will be explained to the user on screen: "(No email address on file for this user)"



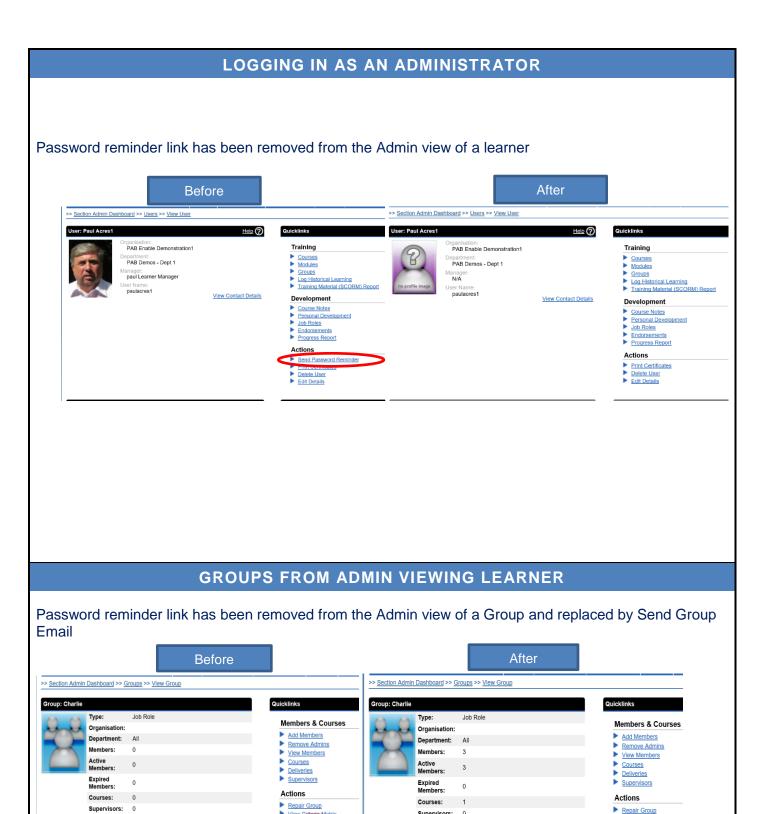
The forgotten password email will be sent to the email address we have on record for that userID.

This email will no longer show your password. It will instead, include a password reset link. The reset link will take you to the LMS login page, allowing you to reset your password. It is important that you remember the new password.

The password reset link will have a timeout period of 24 hours, reducing this at a later date after the initial release:



20 November 2015 2

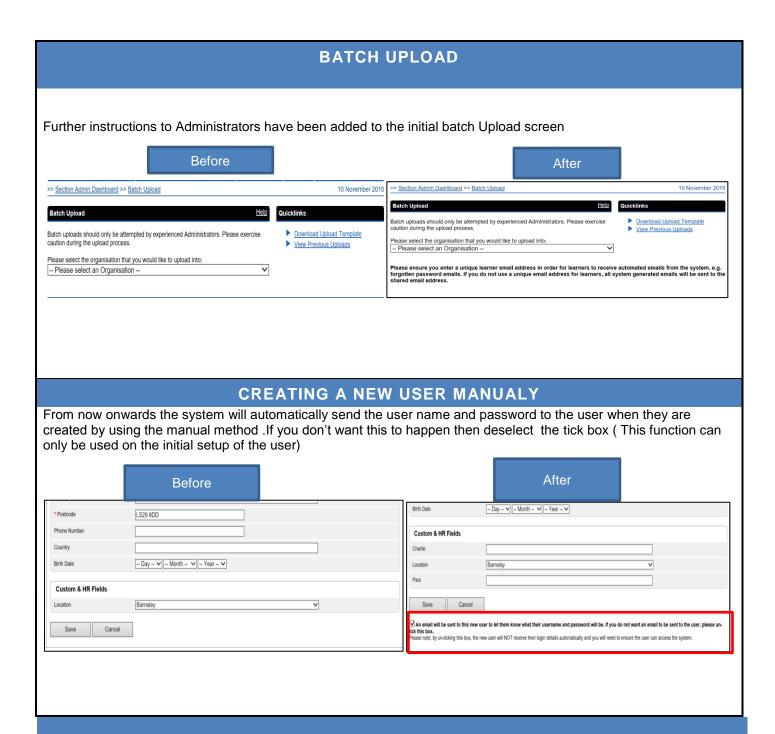


20 November 2015 3

Send Password Reminder

Supervisors: 0

Send Group Email



20 November 2015 4