

8/29/13

CONNECTIONS Clue: Webstar Reports on Expiring Passwords

Are you a Local Security Administrator (LSA) who's tired of recreating CONNECTIONS accounts because your users "forget" to log in often enough?

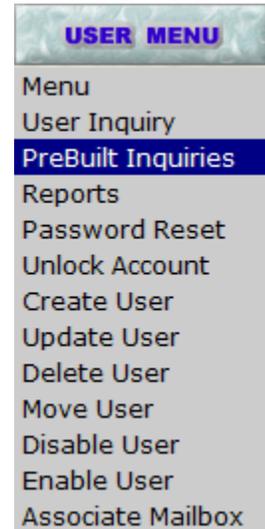
This clue is for you!

CONNECTIONS passwords must be reset every 90 days. But if the password expires and more than 30 days pass, the underlying HSEN account will be automatically deleted. When this happens, the entire account must be recreated from scratch – a process that requires at least 2 days and a lot of unnecessary work.

But proactive LSA's can shortcut this problem! You can run a report in Webstar that lists passwords that will expire in less than 7 days or less than 30 days or accounts that will be deleted in less than 14 days.

How?

1. Sign into Webstar with your Administrative account
2. Under the User menu at the top, select "PreBuilt Inquiries"
3. Click the desired report button to generate the report you want
4. Alert your "forgetful" users to log in before their account is deleted



Prebuilt Special User Inquiries

OCFS CWCS OCFS Exec Svcs OCFS Legal	Locked Accounts Sort Order: <input checked="" type="radio"/> Last Name <input type="radio"/> UserId <input type="radio"/> Location
OCFS CWCS OCFS Exec Svcs OCFS Legal	Password Status is 'NEVER Reset' Sort Order: <input checked="" type="radio"/> Last Name <input type="radio"/> UserId <input type="radio"/> Location
OCFS CWCS OCFS Exec Svcs OCFS Legal	Password Status is 'EXPIRED' Sort Order: <input checked="" type="radio"/> Last Name <input type="radio"/> UserId <input type="radio"/> Location
OCFS CWCS OCFS Exec Svcs OCFS Legal	Password Status is 'Expired' OR 'NEVER Reset' Sort Order: <input checked="" type="radio"/> Last Name <input type="radio"/> UserId <input type="radio"/> Location
OCFS CWCS OCFS Exec Svcs OCFS Legal	Password Will Expire Before '9/5/2013' (less than 7 days) Sort Order: <input checked="" type="radio"/> Last Name <input type="radio"/> UserId <input type="radio"/> Location
OCFS CWCS OCFS Exec Svcs OCFS Legal	Password Will Expire Before '9/28/2013' (less than 30 days) Sort Order: <input checked="" type="radio"/> Last Name <input type="radio"/> UserId <input type="radio"/> Location
OCFS CWCS OCFS Exec Svcs OCFS Legal	Account will be deleted on or before '9/12/2013' (less than 14 days) Sort Order: <input checked="" type="radio"/> Last Name <input type="radio"/> UserId <input type="radio"/> Location
OCFS CWCS OCFS Exec Svcs OCFS Legal	DISABLED Sort Order: <input checked="" type="radio"/> Last Name <input type="radio"/> UserId <input type="radio"/> Location