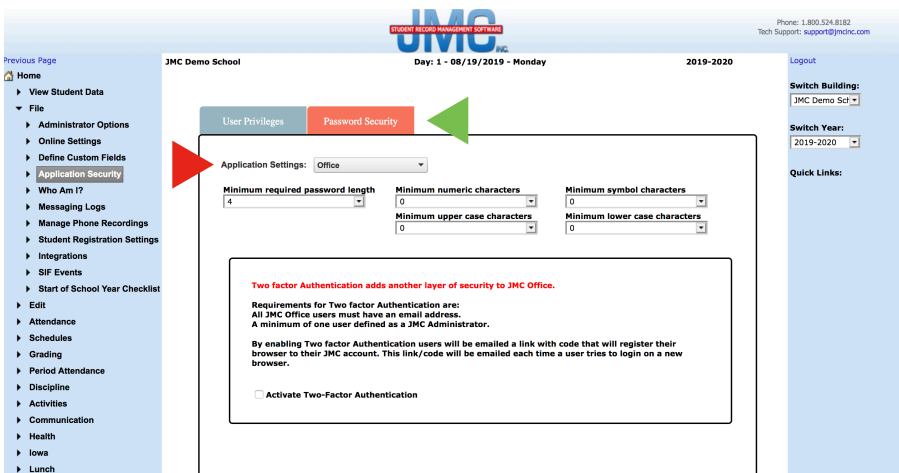


Setting password strength

Security of your information is very important to jmc. In order to add even more protection, jmc allows you several security options that can be customized for all your users.

For this document and the instructions to follow, we will be working in the Office Module under File > Application Security.



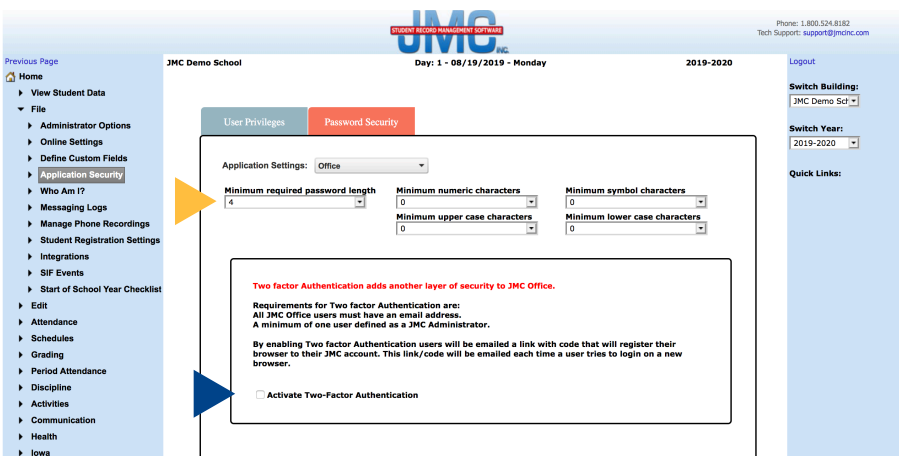
Step 1:

Click the “Password Security” tab at the top of the page.

Step 2:

Use the drop down menu to select the user group you wish to secure.

Helpful Tip: You can set different password security for Office Staff, Teacher, Parents, and Students.



Step 1:

Choose password structure rules that will help secure your data.

Step 2:

Enable “Two-Factor Authentication” if you wish.

Fun Fact: Due to Gmail and Apple, most Americans know what two-factor authentication is but almost 90% choose not to use it!