## How to configure User Account Lock Out Policy ?

[Version 1.0]

Jason Lee [07 March 2023]



Version: 1.00

## Amendment Record

Doc No : 1

REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Creation	Jason Lee	07-Mar-2023	



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## SCENARIO

A user account lockout policy is a security policy that determines when and for how long a user account should be locked out after entering a wrong password.

It can help prevent malicious users or hackers from guessing and cracking the user's password by using brute force.

## SOLUTION

1. Go to Maintenance > System Options > System

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- 2. Under "User Account Lock-Out Policy", tick checkbox "Lock-Out User Account"
- 3. Key in "After x unsuccessful attempt/s of login" to define lock out an account after the user entered the wrong password x number of times.
- 4. Select lock out account for how long in "Lock Out Duration No"

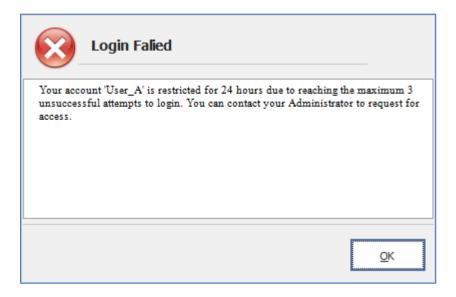
User Account Lock-Out Policy						
✓ Lock-Out User Accour	nt after 5 unsuccessful attempt/s of login.					
Lock Out Duration No						
	5 minutes					
User Account Password P	15 minutes					
Enable Password Polic	30 minutes					
	1 hour					
Customize Password Po	24 hours					
	Lock Permanently					

5. Click Save after configuration.

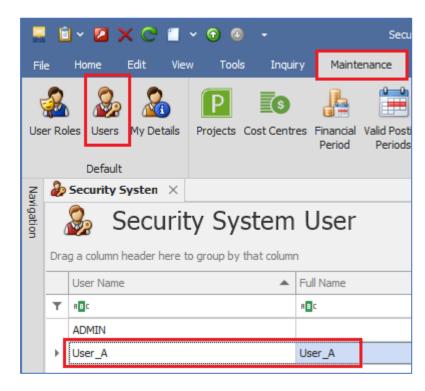


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6. A "Login Failed" message will prompt when the user (User\_A) enters the wrong password 3 times



- 7. Based on the above example, User\_A can either wait for 24 hours or contact the "Administrator" user to Unlock the User Account.
- 8. To unlock the locked User Account, Administrator can go to Maintenance > Users > double-click on the locked User Account.





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- 9. Go to Edit then click the "Unlock Account" button.
- 10. Now the "User\_A" account is unlocked and able to login again.

\*\* Learn more about <u>How to reset user's password</u>

- \*\* Learn more about <u>Azure Cloud</u>
- \*\* Learn more about <u>QNE Hybrid Cloud Software</u>