ROXY software inc.

Password Management Checklist
4-Step Checklist for Pirouette Administrators

Step 1:
Select "Create and manage user accounts" and "Reset passwords" in the Permissions section of the Pirouette Administrator's user account.

Step 2:
Give both of the permissions mentioned in Step 1 to at least one backup staff.

Step 3:
Set password the policy under "System Preferences" to reflect the organization's policy.

Step 4:
Inform staff to contact the Pirouette Administrator for password resets and access issues.

Important Reminders:

- After repeated failed login attempts, Pirouette locks you out for 5 minutes. This security feature helps to prevent unauthorized users from gaining access. **Wait for the lockout period to expire before attempting to login again.** Attempting to login during the lockout period will extend the period.

- For security reasons, Roxy Software will not perform password resets for unknown or unauthorized individuals. To maintain data security, the Pirouette Administrator at the organization is responsible for providing password resets and login assistance.

- Passwords should be at least 8 characters long and should contain a mix of random letters, numbers, and symbols.