



Virto Password Expiration for SharePoint

Release 2.1.3



Installation and User Guide

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Virto Password Expiration for SharePoint

Overview

When SharePoint users are logged in throughout Active Directory they need to be informed about expiration of their password in order to change it.

Virto SharePoint Password Expiration enables SharePoint users to receive e-mail alerts about password expiration. The schedule of notification is easily defined by administrator.

For SharePoint 2012 users it is possible to adjust client side notification and see the alert about expiration on every page of the SharePoint site. The template of alert is defined with standard tokens.

Adjustment is quick and simple and done by site administrator in several minutes. Just download the component and start using it.

System Requirements

Operating System

Microsoft Windows Server 2003, 2008, 2012

Server

SharePoint Release 2013:

- Microsoft Windows SharePoint Foundation 2013 or Microsoft Office SharePoint Server 2013;
- Microsoft .NET Framework 4.5;

SharePoint Release 2010:

- Microsoft Windows SharePoint Foundation 2010 or Microsoft Office SharePoint Server 2010;
- Microsoft .NET Framework 3.5;

SharePoint Release 3:

- Microsoft Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007;
- Microsoft .NET Framework 3.5;

Note: *This product is not compatible with SPS 2003 and WSS v2.*

Browser

Microsoft Internet Explorer 7 or higher.

Installation

This section describes how to install, upgrade, uninstall, or contact Support for the Virto SharePoint Password Expiration Web Part.

Installing Virto SharePoint Password Expiration Web Part

Before you begin, you need to make sure you have access to the server and your account has the appropriate administrative privileges to install applications.

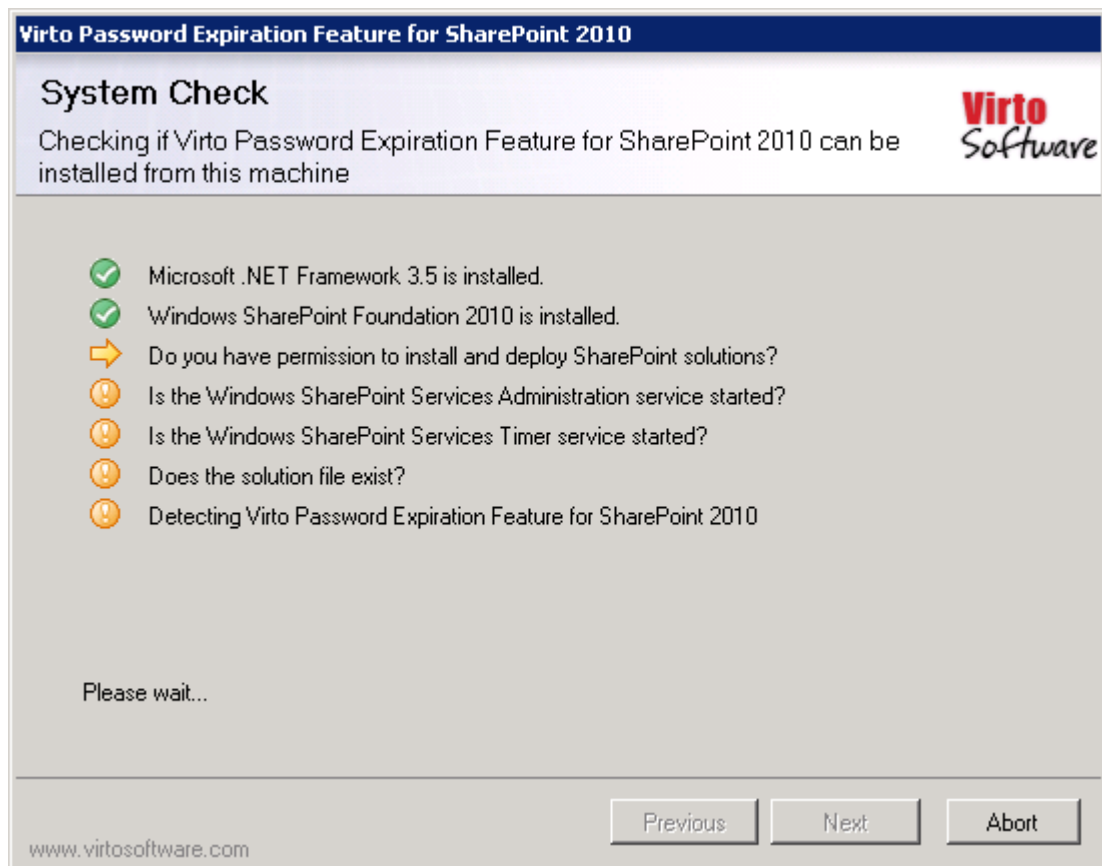
The Virto SharePoint Password Expiration setup program provides links to the various installation components for the Password Expiration.

To access the Virto SharePoint Password Expiration Setup program download **Virto.SharePoint.20XX.PasswordExpiration.zip** file and unzip it. Open **Virto.SharePoint.20XX.PasswordExpiration** folder and run extracted Setup.exe file.

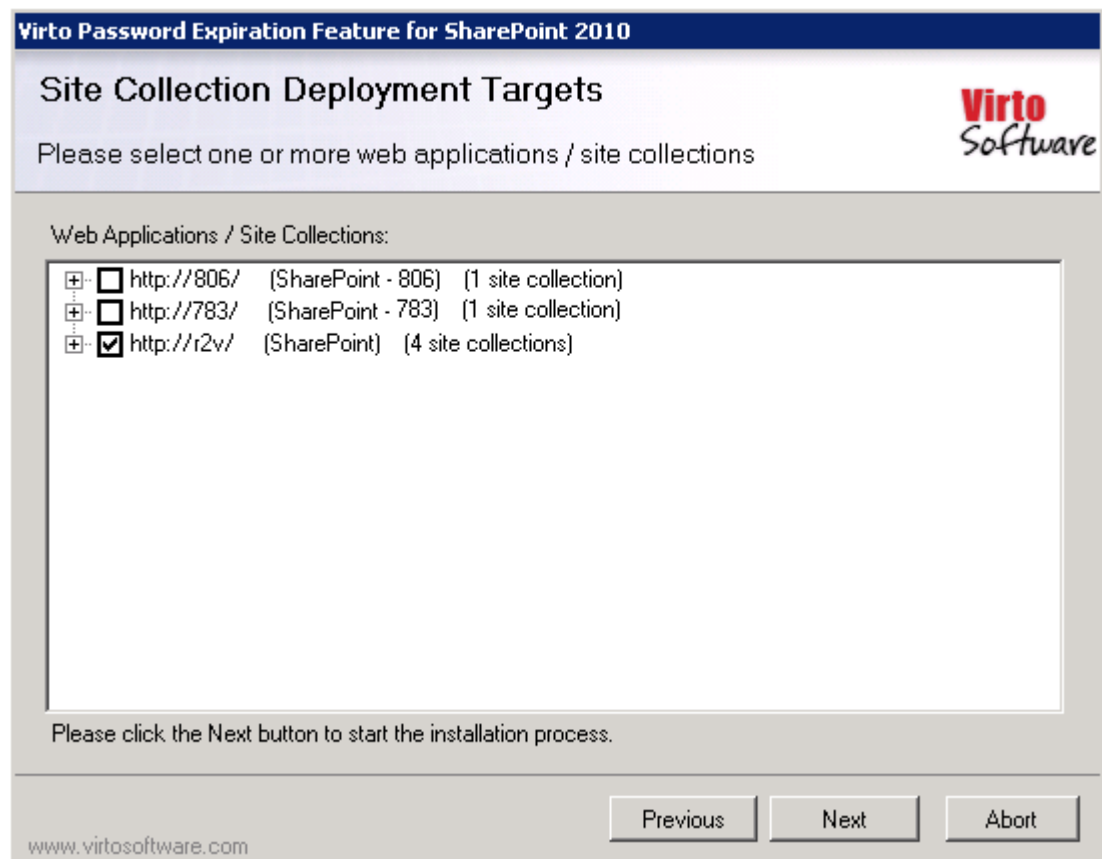
The setup wizard window will appear.



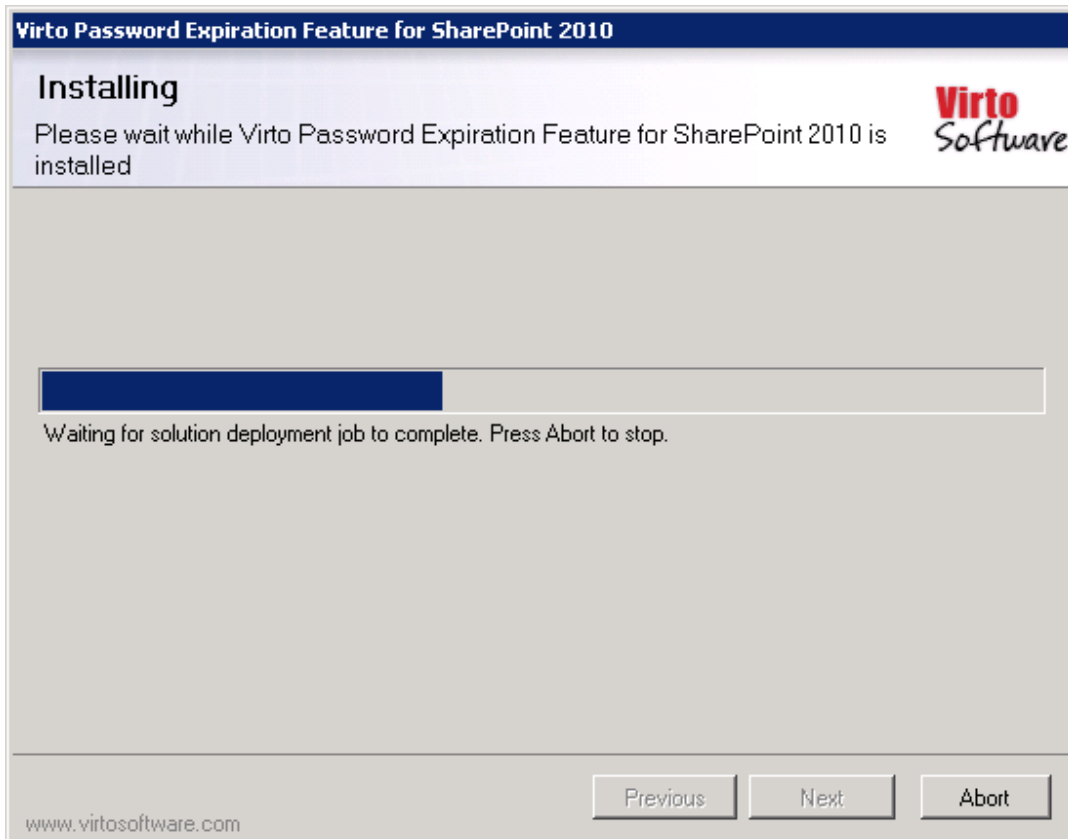
Virto SharePoint Password Expiration setup wizard performs a system check prior to the installation. All the system checks must be completed successfully in order to proceed with the installation. After the checks have completed, click "Next".



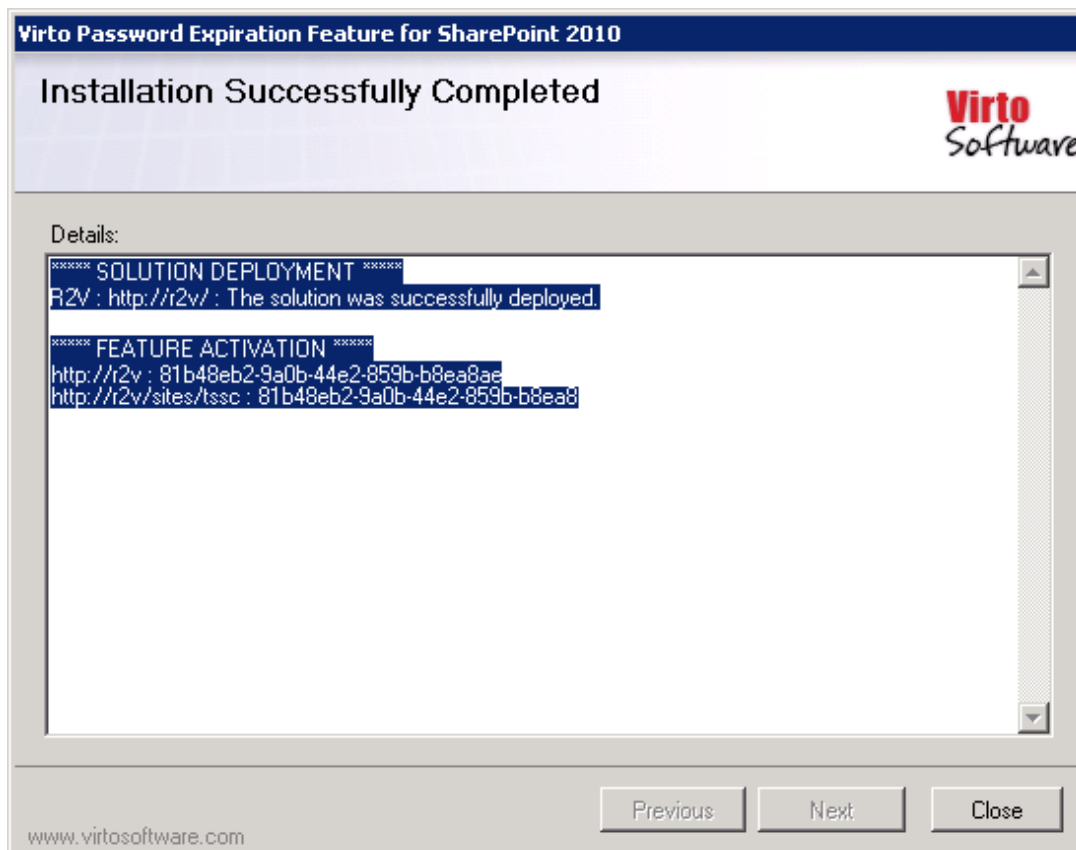
Select the web application(s) where you want to install the product.



Warning: You must be logged in to the SharePoint server with a Site Collection Administrator account to automatically activate this feature.



Then click "Next".



Click “Close”. The installation completed.

Note: *installation procedure is similar for SharePoint 2007, 2010 and 2013 versions.*

License Activation

To see full instruction for successful activation of your component, please download “Virto License Manager” PDF instruction from [Downloads](#) section of our site or read it in [Wiki](#).

Upgrading Virto SharePoint Password Expiration

If you already use Virto SharePoint Password Expiration and need to upgrade it to the latest version, download the.zip file from <http://www.virtosoftware.com>. Unzip the file and run setup.exe as it is described in the *Installing Virto Password Expiration* section.

Note: *it is highly recommended to exit License Manager before upgrading. If you need to use License Manager, run it after upgrading.*

On the step 3 check the box “Upgrade” and click “Next”.

Note: *if you had activated the license while installing the previous Virto SharePoint Password Expiration version, you do not need to activate it now.*

Uninstalling Virto SharePoint Password Expiration

To uninstall the Web Part:

1. Double click the Setup.exe extracted from downloaded **Virto.SharePoint.20XX.PasswordExpiration.zip** file.
2. The program performs the system checks again. Once that has successfully completed, the program prompts you to Repair or Remove the solution. Select Remove, and click “Next”.

Using SharePoint Password Expiration Solution

Virto SharePoint Password Expiration can be used either as a solution or as a web part.

Note: *only site administrator has access to component settings.*

If you are going to use it as a solution, go to “Site Collection Administration – Virto Password Expiration Settings”.

- Site Collection Administration
- Recycle bin
- Search Result Sources
- Search Result Types
- Search Query Rules
- Search Schema
- Search Settings
- Search Configuration Import
- Search Configuration Export
- Site collection features
- Site hierarchy
- Search engine optimization settings
- Site collection navigation
- Site collection audit settings
- Audit log reports
- Portal site connection
- Content Type Policy Templates
- Storage Metrics
- Site collection app permissions
- Virto Password Expiration settings**
- Site Policies
- Popularity and Search Reports
- Content type publishing
- Variations Settings
- Variation labels

First of all you need to define domain settings.

Domain Settings

Fully qualified domain name (example: mydomain.local)

Login (for access to AD) on domain server:

Password:

Then define SMTP settings for outgoing e-mail notifications. Use default or custom settings and check the settings with test e-mail.

SMTP settings for outgoing notification e-mails.

- Use default SharePoint settings
- Use custom SMTP server

If you define custom SMTP settings, define server, port, account login, password, the name of notification and the e-mail box it will be sent from.

SMTP settings for outgoing notification e-mails.

Use default SharePoint settings
 Use custom SMTP server

Server:
 Port:
 Login (account name):
 Password:
 Secure connection: No SSL TLS
 From (name):
 From (e-mail):

Then you need to define schedule for notifications that will be sent to users. The notification is sent for three times and then sent every single day before the date of expiration. When it will be sent - you need to decide.

- Define the amount of days before the first notification;
- Define the amount of days before second notification;
- Define amount of days before the daily notification.

Then define the time when it is preferred to send notification (this is the time *after* which the alerts will be sent).

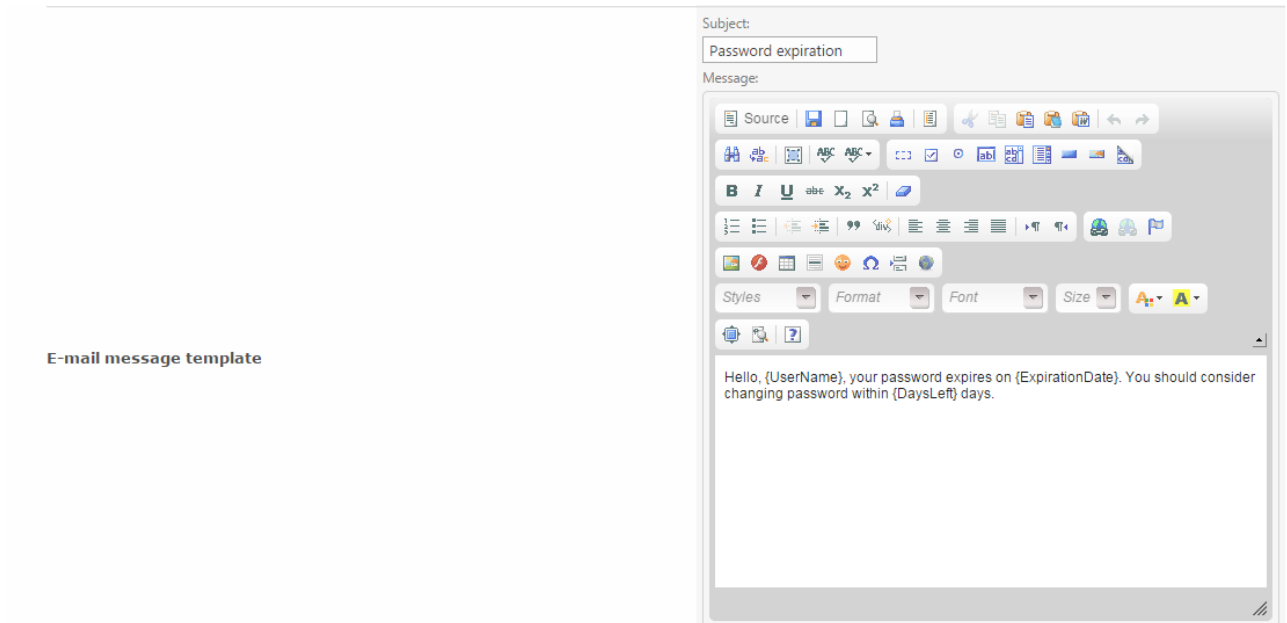
Notification schedule

days before first notification e-mail (required)
 days before second notification e-mail (optional)
 days before daily notification e-mails (optional)
 Send notification preferable at the following time
 :

You can add the list of AD users that will not receive the notifications (for instance, administrators or any other users).

Users who must not receive notification e-mails.

Enter the subject of e-mail notification displayed for recipients and use tags to construct the message text of the notification.



If you need to send copy of notification, enter the e-mail to send it to. If there is more than one e-mail, use commas to separate them.

Send copy of notification e-mail to the following e-mails (comma separated)

Emails:

username@gmail.com

Enable client side notification



Moreover you can enable client side notification, and every SharePoint user logged in to the site throughout AD will see the pop-up alert on the top of every page of SharePoint site.

Note: the option is available only for SharePoint 2012 users.

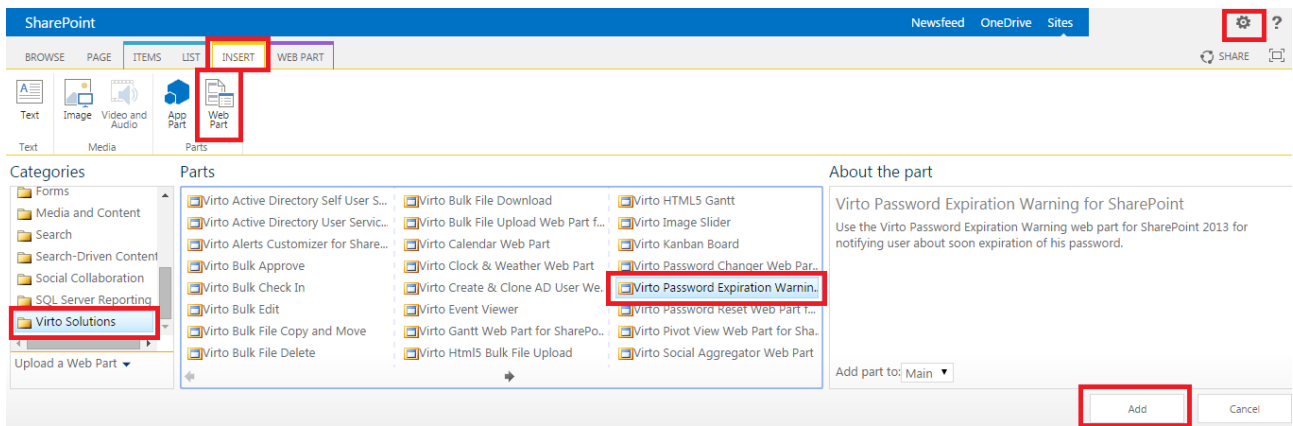
Click "Save" to save the settings.

Now when the password expiration date is coming, users will receive e-mail notifications.

Using Virto SharePoint Password Expiration as a Web Part

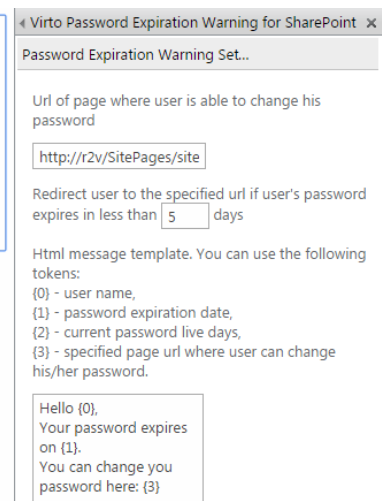
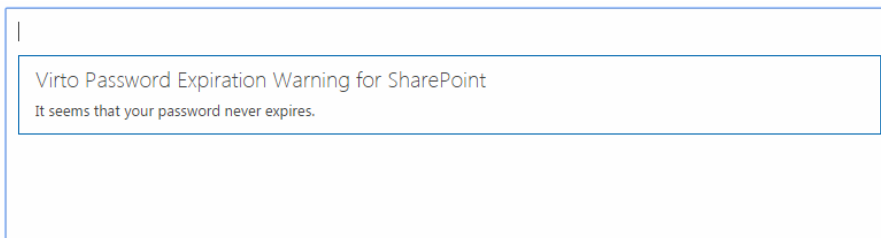
Go to SharePoint site where you want to add the web part and open "Edit - Edit page". Select Virto SharePoint Password Expiration Web Part for SharePoint at the bottom of the list and add it to the page.

Then open web part settings to adjust the web part.



Then adjust the web part according to your needs:

- Enter the Url of the page where SharePoint will be able to change his password (for instance, a page with added [Virto Password Change](#)).
- You can define when user will be redirected to this site.
- Construct the message of notification with help of special tokens.



Save the settings and return to the web part page. Now users will see expiration alert (message) when they go to the Virto Password Expiration web part page.

[Virto Password Expiration Warning for SharePoint](#)

Hello ga, your password expires on 7/8/2015.

Version Release History

Release Date	Version	Description
02/22/2017	v.2.1.4	[*] Users who are added to SharePoint as Active Directory group(s) are supported.
05/18/2016	v.2.1.3	[*] Some script files have been moved to _layouts folder.
03/11/2016	v.2.1.2	[*] E-mail with password expiration message is not sent to account disabled in Active Directory. [-] Issue with duplicated e-mails about password expiration in some cases has been fixed.
11/16/2015	v.2.1.1	[-] Issue when user is not found in AD and unnecessary message is added to log files has been fixed.
07/15/2015	v. 2.1.0	New license manager
09/09/2013	v. 2.0.0	New license manager
07/04/2012	v. 1.0.0	First Public Release