

Password Rules

Creating a Password Rule

1. Log in to the backend of the Hub and access the **Users** tab and navigate to **Members**.
2. Locate the **Password Rules** tab in **Members**.
3. Click **New** to create a new password rule.
4. Choose the rule that you are going to add more regulations to.
5. Insert the descriptions that define the rule.
6. Insert the failure message if the user fails to meet the correct regulations.
7. Click **Save & Close** to save the

Deleting a Password Rule

1. Log in to the backend of the Hub and access the **Users** tab and navigate to **Members**.
2. Locate the **Password Rules** tab in **Members**.
3. Check the rule's box and then click **Delete** to delete the rule.
4. The rule will automatically be removed from the Hub.

Editing a Password Rule

1. Log in to the backend of the Hub and access the **Users** tab and navigate to **Members**.
2. Locate the **Password Rules** tab in **Members**.
3. Check the rule's box and then click **Edit** to begin editing the rule.
4. Click **Save & Close** to save the newly edited material.