

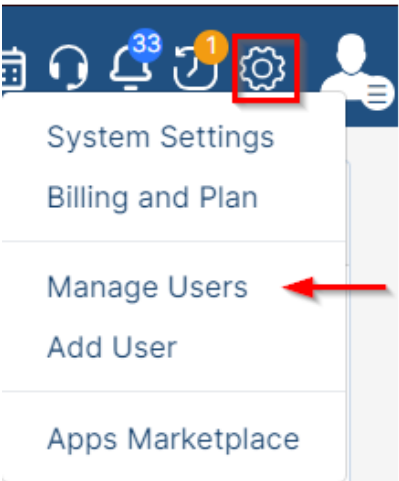
How to Enforce a Password Change for the User Upon Login.

Objectives

- Force the user to change the password

Steps

In LEXZUR, you can force users to change their passwords. You can do this from the **Settings** icon next to the user avatar at the top right of the page, by heading to **Manage Users**.



From the action wheel near the user, click on **Flag to Change Password**.

The number of licenses purchased for "Contra" is (10) and the number of licenses used is (9)

Customer Number : 7691

Users

Search

Advanced Search

Actions +

ID	First Name	Last Name	Email	User Code	User Group	Status	Type	Seniority level	Teams
U18	Jimmy	Peterson	omran.hariri@app4legal.com	UC18	Administrator	Active	Both	Lawyers	
U13	Alvah	Zarzour	soheir.zarzour@app4legal.com	UC13	Administrator	Active	Both	Lawyers	
	James	Marven	elise.khoury@app4legal.com	James UC8	Administrator	Active	Both	Lawyers	M&A
	Alice	Jones	JonesAAlice21@gmail.com	UC6	Administrator	Active	Both	Lawyers	Corporate Team; Contract Team
	Micheal	Cavino	MichealCavin@outlook.com	UC5	associate	Active	Both	Consultants	Corporate Team
	Sam	Marven	carolinemraved@outlook.com	UC4	User	Active	Both	Lawyers	Litigation Team
	Maysa	Hakim	carolinemraved@gmail.com	UC3	Accountant	Active	Both	Lawyers	
U2	Aleen	Peterson	mravedcrolene2@gmail.com	UC2	Administrator	Active	Both	Lawyers	Procurement Team
U1	Carolina	Robinson	caroline.moraod@app4legal....	UC1	Administrator	Active	Both	Senior Associates	Corporate Team; M&A; Contract Team; Procurement Team

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For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!