HarePoint Password Change Manual

For SharePoint Server 2016, SharePoint Server 2013, SharePoint Foundation 2013, SharePoint Server 2010, SharePoint Foundation 2010, Microsoft Office SharePoint Server 2007 and Microsoft Windows SharePoint Services 3.0.
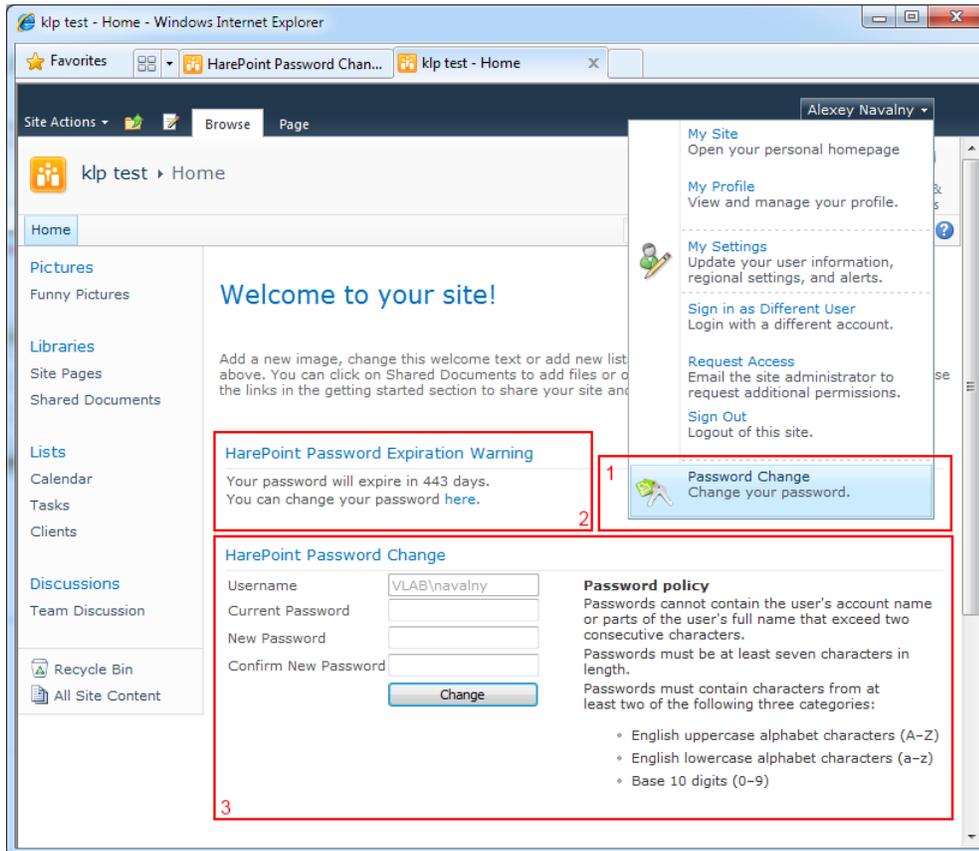
Product version 1.6

May 30, 2017

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I. Introduction

HarePoint Password Change is a must-have product for organizations which use password expiration policy. The Product reminds your users about password expiration, and they are able to change passwords from anywhere simply by logging to SharePoint portal.

The Product can add special link (block 1 at the picture above) to SharePoint user's menu which opens password change pop-up window, or you can place two product's web-parts somewhere at SharePoint web site: the first web-part (see block 2) notifies the user about his password expiration and the second one allows to change his password (block 3).

Product features:

- Allows user to change password in SharePoint without any administrator's help.
- Customizable e-mail notifications when password is about to expire.
- Support for Active Directory, Form Based Authentication Provider (FBAP) and local machine accounts.
- Warn users if the password does not meet company security policy.
- Logs all password management activities.

II. Deployment

1. System requirements

HarePoint Password Change is designed to operate in:

- Microsoft SharePoint Server 2016,
- Microsoft SharePoint Server 2013,
- SharePoint Foundation 2013,
- Microsoft SharePoint Server 2010,
- SharePoint Foundation 2010,
- Microsoft Office SharePoint Server 2007,
- Microsoft Windows SharePoint Services 3.0

(hereinafter referred to as SharePoint) environments.

The Product has no special requirements to the operating system and its components, RAM memory space and CPU type. The Product may operate at any configuration where SharePoint is deployed; it requires 10 Mb of disk space on each SharePoint server.

2. Licensing and trial limitations

HarePoint Password Change has two licensing models:

1. **Server-based**. For a number of SharePoint Web Front-End Servers or where "Microsoft SharePoint Web Application" service is running. The number of licenses should correspond to the number of servers. The list of services installed on the server can be viewed by opening System Settings tab and clicking the link "Manage servers in this farm" on Central Administration site.
2. Or **user-based**. For a number of unique users across site collections in your SharePoint Environment. The number of licenses should correspond to the number of unique users. You can determine the number of unique users with the help of **HarePointLicenseCalc.exe** tool (see Appendix B).

The selection of the model is at your choice, which one is cheaper or favorable for you.

You may use the Product based on one of two licenses:

1. **Trial License**. Provided automatically for a 30-day period to use the Product in organization's environment without any limitations of Product functionality.
2. **Commercial License**. This license is purchased for a certain number of SharePoint Servers or for a number of unique SharePoint users and allows using the Product in the organization's environment without any limitation for usage time and functionality.

Note that after purchasing Commercial License and entering registration keys at the product settings product becomes fully functional.

See product page at http://www.harepoint.com/ for more details about Product licensing.

3. Installing HarePoint Password Change

To install the product you'll need Farm Administrator rights.

Please access any WFE server of the SharePoint farm, unpack the product archive into a folder on the local disk. For Microsoft Office SharePoint Server 2007 and Microsoft Windows SharePoint Services 3.0, open subfolder **HarePointPasswordChange2007**, for Microsoft SharePoint Server 2010 and SharePoint Foundation 2010 open subfolder **HarePointPasswordChange2010**.

Run SETUP.EXE in the selected folder. Installation Wizard will start:

Press Next button on the wizard's welcome screen and the wizard will check if the product can be installed:

Should any problems be detected, please rectify them and restart the installation wizard.

At the next step of the Wizard, you'll choose site collections where the Product should be deployed. Select required site collections and follow the instructions of the Wizard to complete installation:
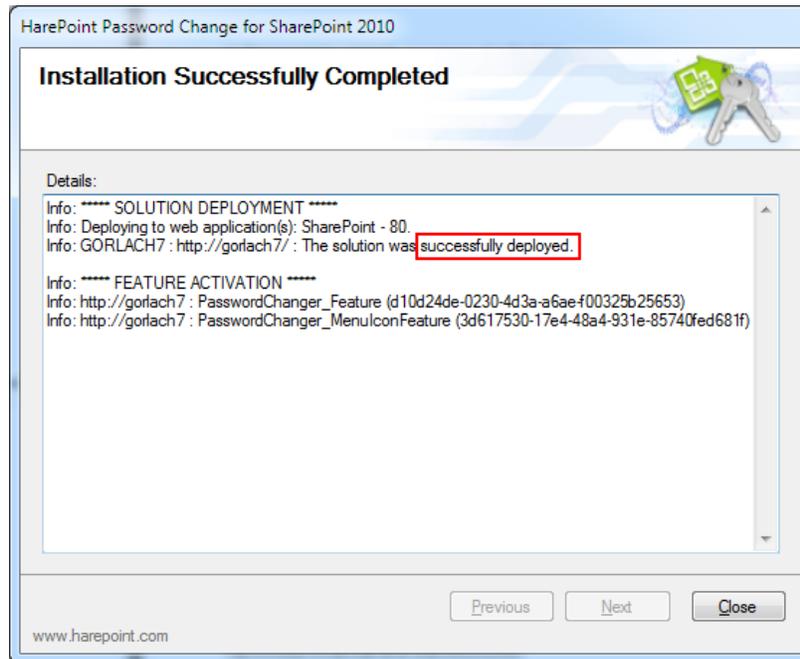

See Section III of this manual for the post-install Product configuration guide.

4. How to repair, upgrade or remove the Product

To repair, upgrade or remove the product you'll need Farm Administrator rights.

Please enter any WFE server of the SharePoint farm, unpack the product archive into a folder on the local disk. For Microsoft Office SharePoint Server 2007 and Microsoft Windows SharePoint Services 3.0, open subfolder **HarePointPasswordChange2007**, for Microsoft SharePoint Server 2010 and SharePoint Foundation 2010 open subfolder **HarePointPasswordChange2010**.

Run SETUP.EXE in the selected folder. Installation Wizard will be launched. Following instructions of the Wizard, pass system check step similar to those ones during the product installation (see chapter 3). Upon completing these steps the Wizard will ask you to repair, upgrade, or remove Product components.
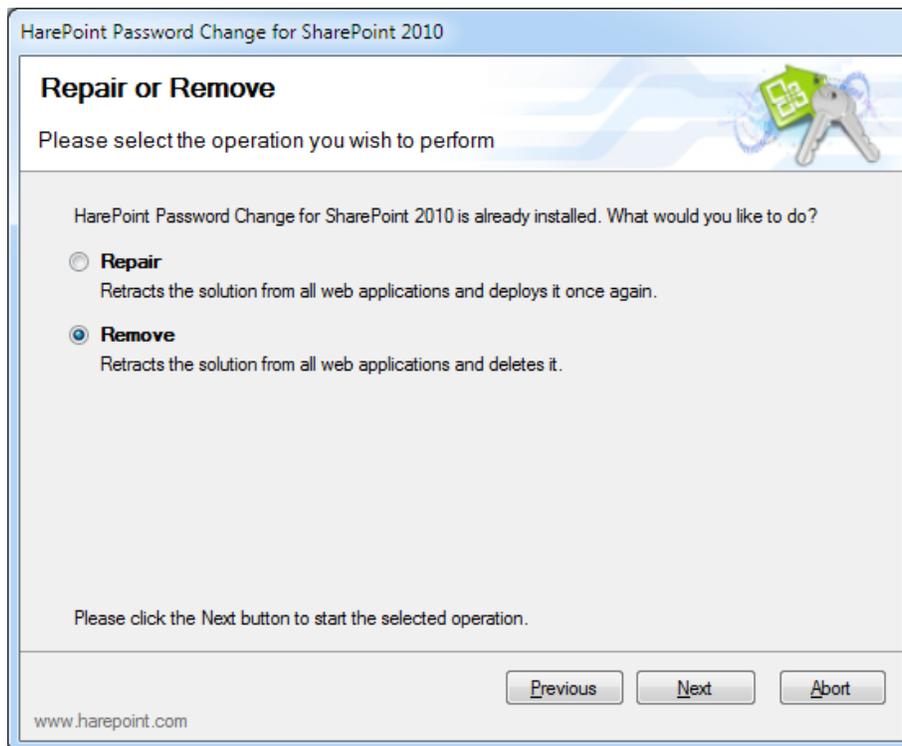
Select the required type of operation and follow further instructions of the Wizard.

After the product is removed by Wizard, only product's logs will be kept in the SharePoint ULS (Unified Logging Service) Log file folder. By default, the logs are located here: *C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\LOGS*
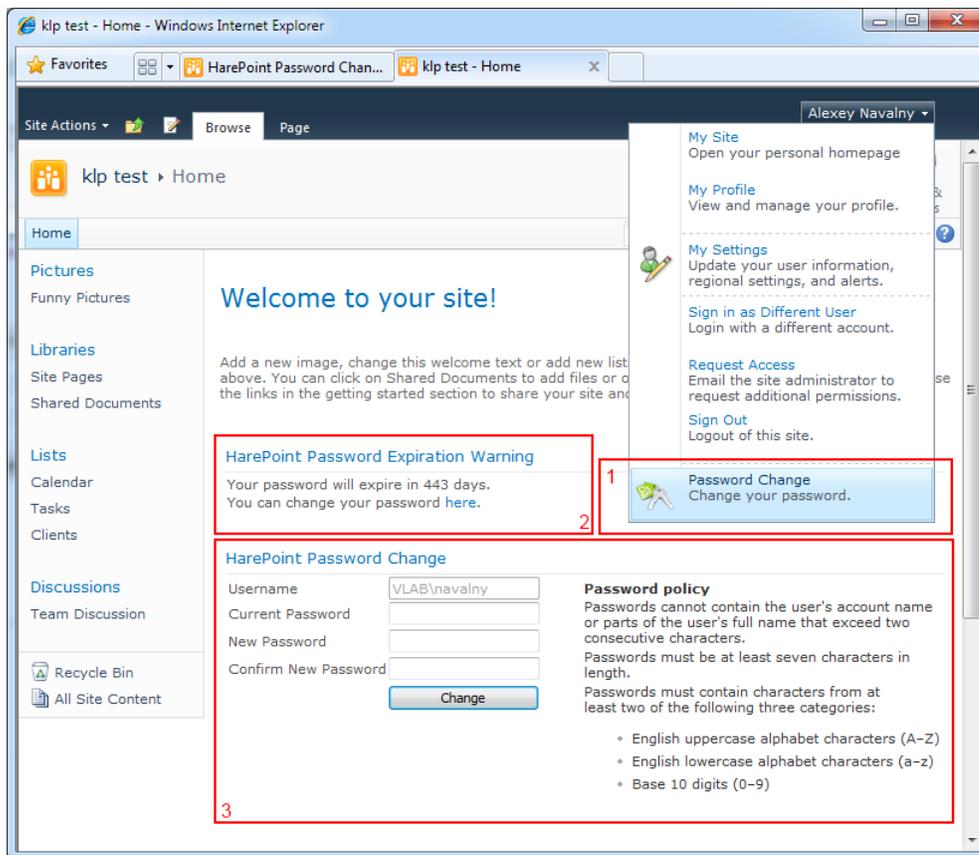
III. Product Overview

1. Getting started

This product consists of four parts:

- Administration page at Site Collection Administration;
- Menu icon "Password Change" at user's site menu (see block 1 at the picture below).
- Web-part that informs the end-user about password expiration (block 2);
- Web-part that allows end-user to change his password (block 3);

This product is designed for managing by Site Collection administrators. That means that all settings have a scope of site collection. For example, if you have installed the Product on two site collections, you must enter the same product licensing keys to the settings at both site collections.

After the Product installation, users will able to open pop-up window with password change form using the link "Password Change" in user's menu.
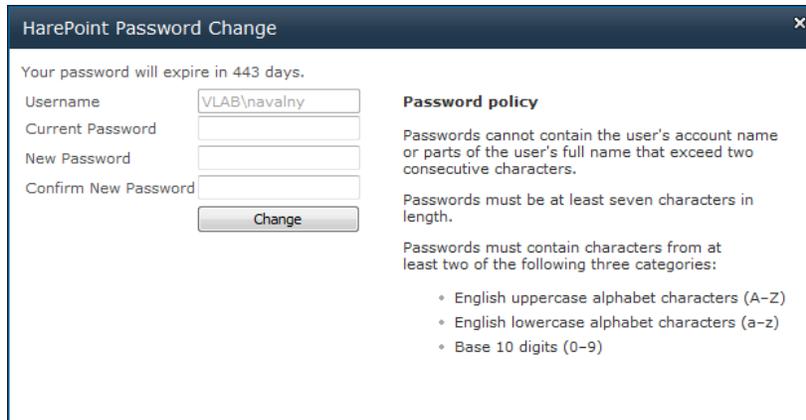
You should make post-installation configuration (see chapter 2 of this section) to make sure that the Product works as expected.

Also, you can turn off the link in the user's menu and add web-part to some site page to offer Product service for end-users (see chapter 4 of this section).

2. Post-installation configuration

Go to Site Collection Administration. Open the "HarePoint Password Change" link in the Site Collection Administration section:
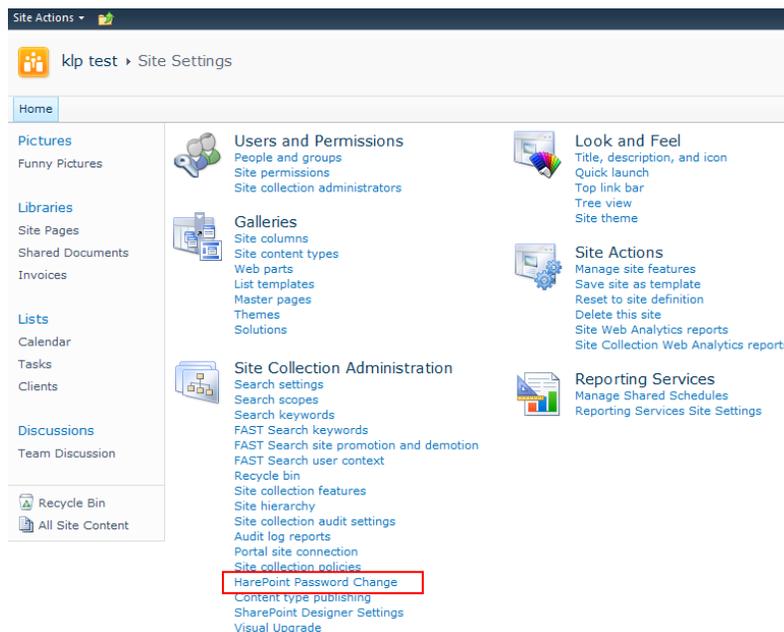
If you have product license, please enter your license code in the "**Licenses**" section. This section also describes the type of your current license and in case of Trial License, the number of days left to its expiration:

The most important setting is "**Active Directory Access Credentials**":

Enter Username and Password of the user, who has privileges to read user account information from Active Directory. When these fields are empty, "Password Expiration Notification" service is not working for Active Directory accounts in the most of cases, because Web Application Pool account usually does not have access to Active Directory account expiration information.

Username and Password are stored in the site collection properties in an encrypted form.

Now, the Product is ready to use.

3. Product settings

In the previous chapter, we described minimal settings to get the installed product ready for use. This chapter describes other product settings.

Go to Site Collection Administration and open the "HarePoint Password Change" link in the Site Collection Administration section.
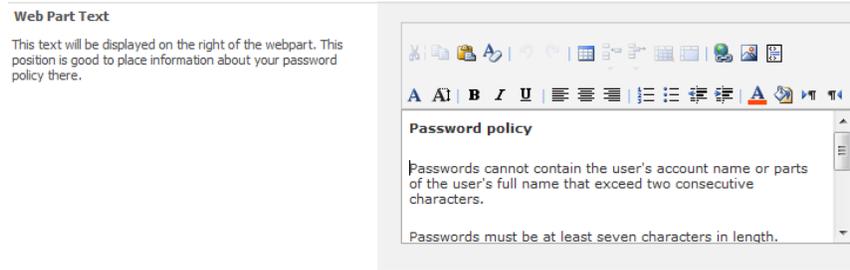
Web Part Text. The text of this setting will be displayed on the right of the password change form. This position is good to place information about your password policy into.
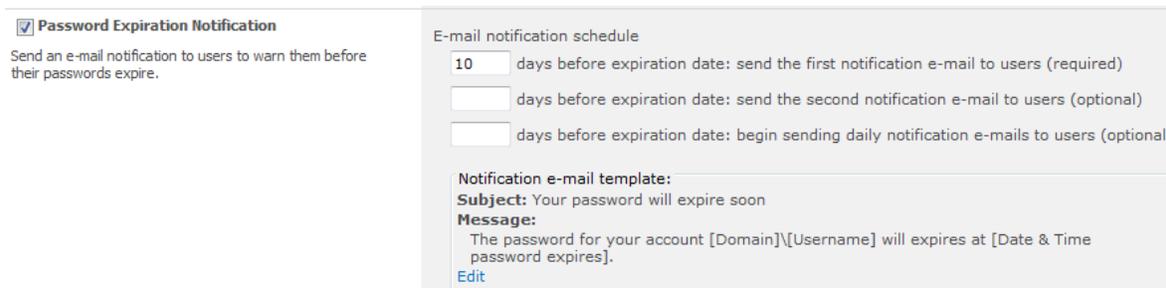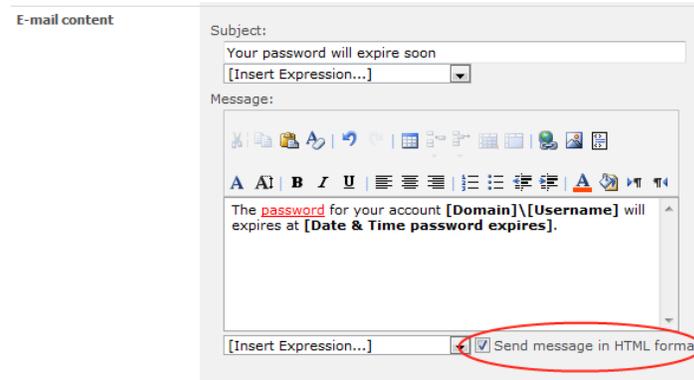

Password Expiration Notification. This setting allows you to schedule e-mail notifications for the users. For example, you can send first e-mail within 30 days before expiration date, the second one within 15 days, and send daily notification messages within last week.

Click "Edit" button at the bottom of the block to open "Notification E-mail Settings" window:
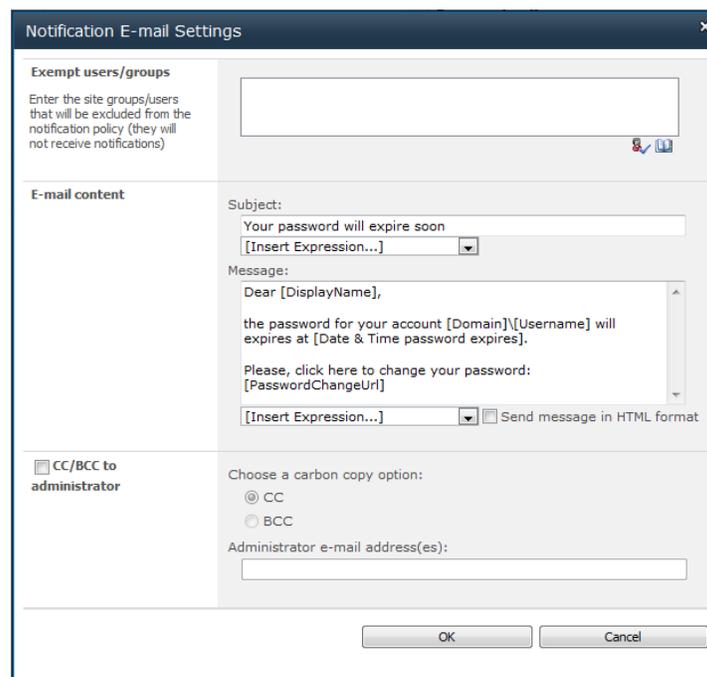
At this window, you can exclude certain users or groups from mailing and define the subject and body of e-mail notifications with the wide set of macros. Tick "Send message in HTML format" to enable HTML formatting:


HarePoint Password Change uses SharePoint Timer Job with the name "HarePoint Password Expiration Notification" to check user's accounts. By default, this job is scheduled daily, from 11AM to 12PM. To change the schedule, open Central Administration web-site, select "Monitoring" tab and click "Review job definitions" at the Timer Jobs sections:
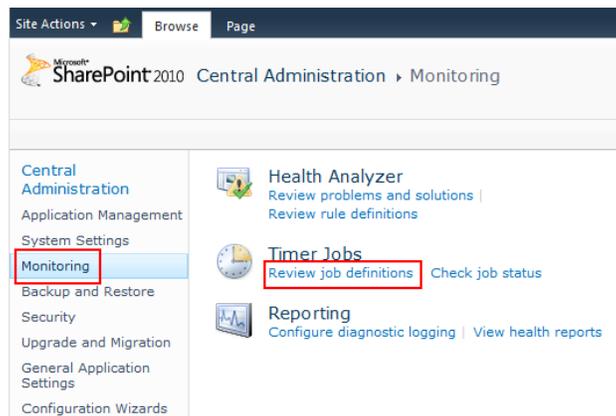

After that, click on the "HarePoint Password Expiration Notification" to change the schedule or run this job unscheduled.
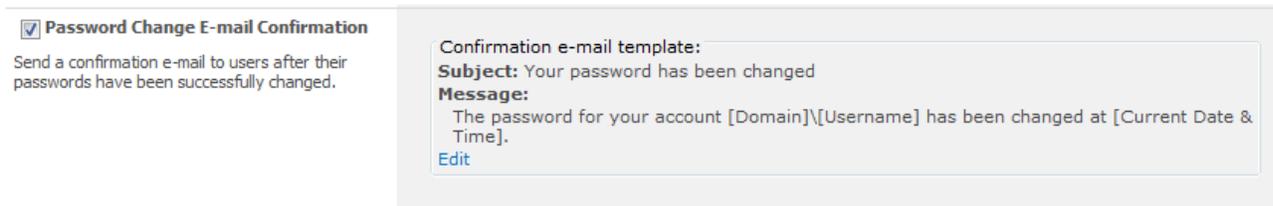
Password Change E-mail Confirmation. Turn on this setting to send a confirmation e-mail to the users ones their passwords are changed. Click on the "Edit" link to edit e-mail template.
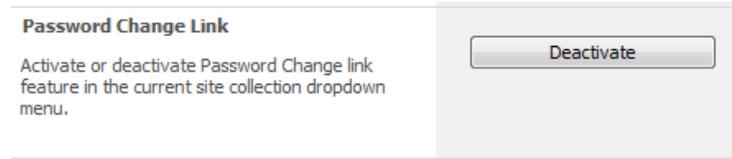

Password Change Link. The button in this setting activates or deactivates Password Change link in the user's dropdown menu for current site collection.
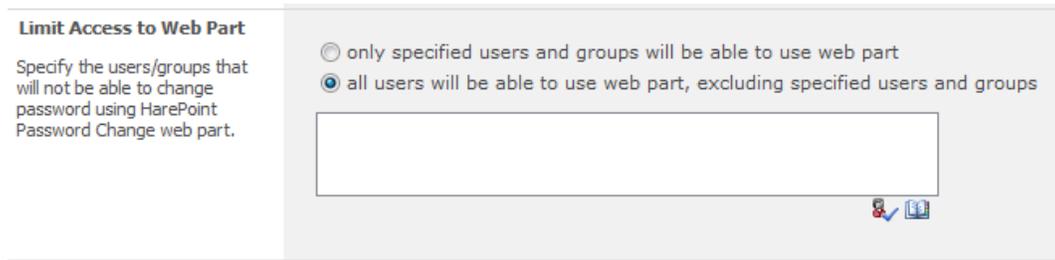
Limit Access to Web Part. Specify the users or groups which are unable to change password using HarePoint Password Change web part. Radio buttons will switch the list of users and groups below to the "white list" or to "black list".

Restricted users will see no HarePoint Password Expiration Warning web part or HarePoint Password Change web part, without any warning or notification, except the product page with the address like http://site/_layouts/HarePointPasswordChange/UserPage.aspx where the warning appears.
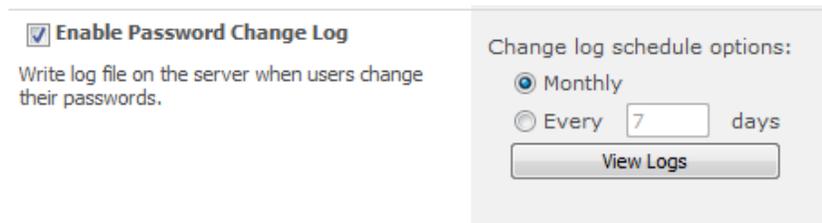
Enable Password Change Log. Tick this setting to enable logging of user's activity. You can also specify when to start new log file (old logs will be kept).

Log files are stored into the SharePoint ULS (Unified Logging Service) Log file folder. By default, the logs are located here: *C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\LOGS*

 You can also press "View Logs" button to choose and download log files.

Use custom SMTP server settings. Use this setting if you wish to send product's notifications using another SMTP server than the one configured as web application outgoing e-mail server in SharePoint Central Administration.

4. Adding web-parts and configuring appearance

Note that you need Design permission level to modify web pages. To add web-part to the page, click "Edit Page…" in "Site Actions" menu, go to "Insert" tab and click "Web Part" button. After that, open HarePoint category and choose "HarePoint Password Change" web-part or "HarePoint Password Expiration Warning" web-part and click Add button.
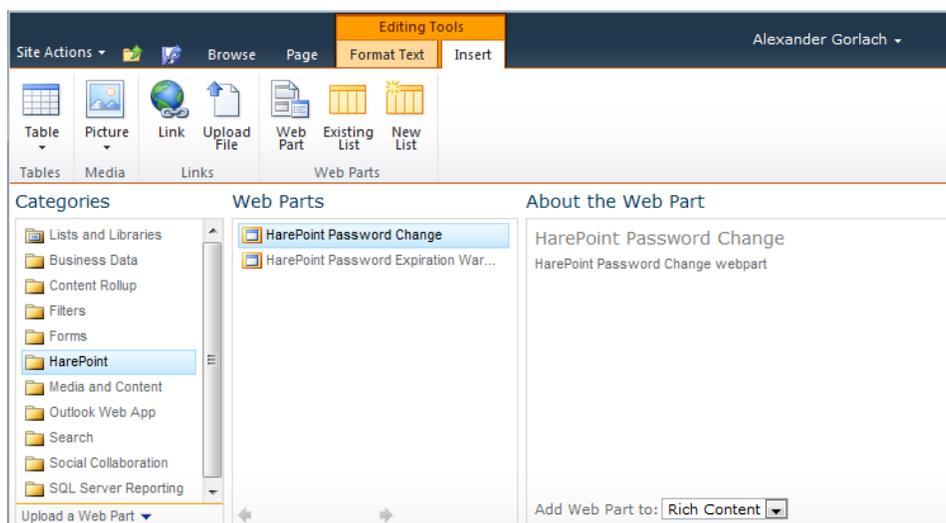
After inserting web-part, click "Save & Close" button:
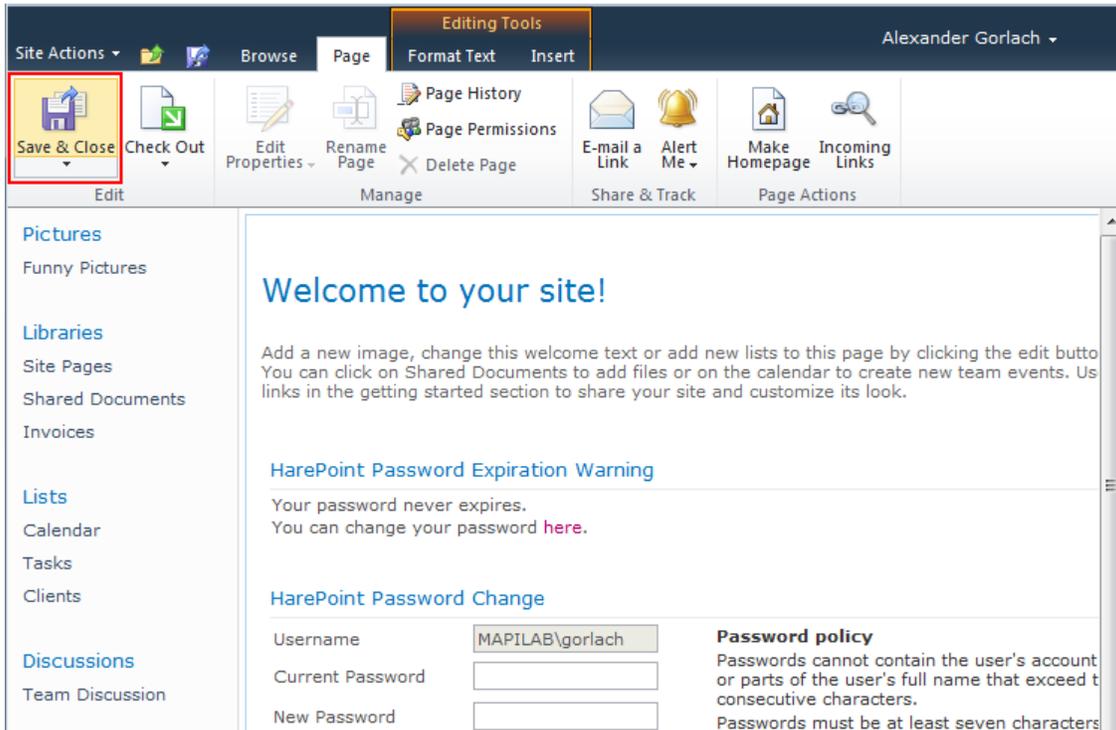
When you add web-part to the page, you can configure its appearance and layout in usual way by clicking "Edit Web Part" button:
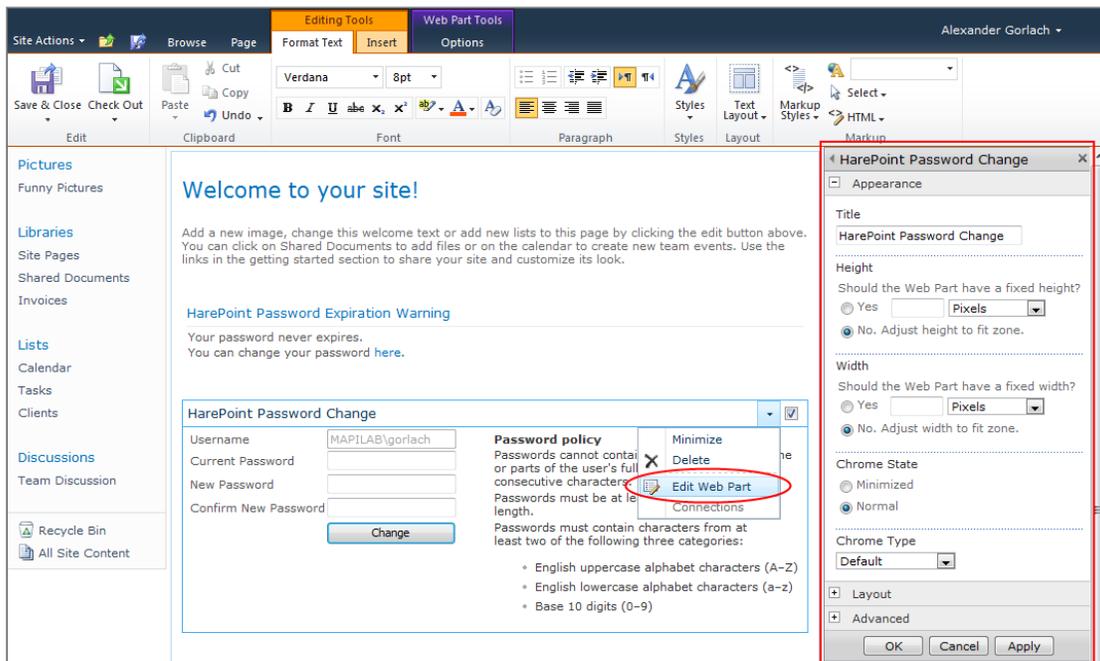
Appendix A. Troubleshooting

A.1 Product is not available at Site Collection Administration

Open "Site Collection Features" at Site Collection Administration and check that following features are activated:

- HarePoint Password Change
- HarePoint Password Change Menu Icon

A.2 Some users see a blank page without web-part.

Check the "Limit Access to Web Part" setting at the product settings in Site Collection Administration (see chapter 2 of Section III).

Appendix B. HarePoint License Calculator tool

This tool is designed to get the number of unique users across site collections in your SharePoint Environment, see chapter 2 of the Section II of this Manual. It is standalone console application, you can find it here:

- At the Product archive, version for SharePoint 2007:

  HarePointPasswordChange2007\res\HarePointLicenseCalc.exe

- At the Product archive, version for SharePoint 2010:

  HarePointPasswordChange2010\res\HarePointLicenseCalc.exe

- At the Product archive, version for SharePoint 2013:

  HarePointPasswordChange2013\res\HarePointLicenseCalc.exe

- At the SharePoint Server Binaries folder at WFE server after the Product installation. Usually this folder is located here: *C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\BIN\HarePointLicenseCalc.exe*

Run this tool without parameters to get the brief list of command line switches:

```
C:\... Files\Microsoft Shared\Web Server Extensions\14\BIN>HarePointLicenseCalc.exe
HarePoint License Calculator v1.2.212.306.

This tool is designed to calculate number of unique users across multiple site collections.

Syntax:
  HarePointLicenseCalc.exe -auto
  HarePointLicenseCalc.exe -file <file_with_site_coll_urls>
  HarePointLicenseCalc.exe -urls <site_coll_url_1> <site_coll_url_2> ...

Note: The file must contain url addresses, every single one in the new line.
```

Switches:

1. **Auto**. In this case, the tool automatically finds SharePoint Farm at local machine and counts unique users at all site collections at the farm where the Product is deployed.

2. **Urls**. Specify in the command line the list of URLs of site collections where the Product is installed or is planned to be installed to count unique users.

3. **File**. The same parameter as the one above, but the tool gets in the command line the name of the text file where each line contains one URL.