

Overview

Be proactive with your user's network password expiration, by sending them an email reminder that their password is about to expire.

Practical Password Reminder is a password expiration monitoring utility for domain accounts. The utility will lookup the domain's password policy and determine which users have passwords that will be expiring within the specified number of days. Users with expiring passwords will receive a customizable email stating their password is about to expire. Domain administrators will also receive an email with a summary report that lists the users with passwords expiring within the specified number of days. Example report

This is great for Outlook Web Access(OWA), VPN users, or users that frequently use generic logins that may not receive the Windows logon password expiration notification.

Features:

- Selectable reminder periods
- Sends customizable email reminders
- Daily summary reports sent to administrator(s)
- Test mode to run reports and check settings without sending emails to end users
- Several report options to show which users have passwords that are nearing expiration or expired.
- Select which OUs you want to monitor
- Perfect companion to Practical Password Reset - include a link to the Change Password page in the notification email
- Works with any SMTP e-mail server. Exchange is Not required
- Runs as a scheduled task without a user logged on a single computer
- No changes to the Active Directory or Active Directory Schema are needed for the software to work.

Benefits:

- Improve user productivity and reduce domain administrator and helpdesk work load caused by resetting expired passwords.
- Keep your Active Directory free of unused accounts by using report options to help determine which user accounts can be removed.
- The program only needs to be installed on one computer.
- Affordable flat rate price, no confusing pricing schemes, no expensive maintenance contracts.

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Installation

Requirements:

Windows 2000, 2003 or 2008 Active Directory Domain with domain password policy turned on.

SMTP server to send emails. Exchange is Not required

Internet Explorer 6, 7, or 8, Firefox 3

One domain computer

- with .Net 2.0 installed
- 1 GB Memory or more required, domains with more than 2000 users may need more memory
- 2 GHz or faster process required
- Windows XP, Vista, 2003, or 2008
- must be on the same subnet as the domain controller
- Port 389(LDAP), Port(25)SMTP or Port(443) SSL SMTP must be open and not blocked by antivirus or firewall

Run Setup.exe as an Administrator and follow the prompts on the computer that will be running the reports. On Vista or newer, you need the run the Setup will elevated privileges for proper install.

After the installation is complete, then run Password Reminder Settings and configure the application for your domain.

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Troubleshooting

Most problems occur because of an incorrect username, password, domain name, or server name. Please verify everything is entered correctly.

Make sure your internal mail server is set to allow anonymous relay from the IP address of the computer running Practical Password Reminder. Often the mail relay option may be disabled.

Many Antivirus software have "Intrusion Detection" and "Anti Mailworm" detection, which may block SMTP traffic and prevent sending of email reminders. Add practicalpassword.exe and practicalpasswordsettings.exe to the antivirus "exclusion" list to avoid the email blocking issue.

Relaying messages through external spam gateways can prevent the email reminders from reaching your users.

Port 389(LDAP), Port(25)SMTP or Port(443) SSL SMTP must be open on the network.

Log file: There is a log file in the application folder that contains all tasks the program performs. A new log file is created every day. This file can help find possible problems.

Support can be obtained by emailing support@practicaldesign.com

Password Query

Settings

Password Query | E-Mail Settings | General Settings | Scheduled Task | License | About

Domain Name:

Authentication: User Name Password

Reminder 1 Days Template .. Edit Mail

Reminder 2 Days Template .. Edit Mail

Reminder 3 Days Template .. Edit Mail

Include all users expiring within 1 to 'Reminder 1' days
When checked any user with password expiring in 1 to Reminder 1 days
WILL receive a reminder email.

OU List:

Browse..

Remove

Ignore Users With: Change Password at next logon Password Never Expires
 No E-mail Account Password Already Expired
Name Account Disabled

Users with Expired Password more than: Days

Run Mode Live Test

The password expiration policy must be turned on for the domain. The software will not support domains without this policy turned on.

Run Mode

Test mode checks the OUs selected for expiring passwords, generates report and sends email to admin, but does Not send emails to users.

Live mode checks the OUs selected for expiring passwords, generates report and sends email to admin, and Does send emails to users.

Please Note: The Practical Password Reminder scheduled task **will always run in Live mode**. The scheduled task program does not look at the Live/Test setting, it does use all of the other settings.

Domain name

Enter the FQDN(Fully Qualified Domain Name) of the domain which you want monitor for expiring passwords.

Authentication - Username and Password

Enter a domain username and password that has read access rights to sAMAccountName, pwdlastset, passwordAge, mail and maxPwdAge on the domain. The program only queries AD, no changes are ever made to the active directory.

Reminder Options

The admin can choose how many reminders are sent out to a user, up to 3 reminders.
Example: Send reminder at 10, 5, and 2 days before password expires.

The following applies for Reminder 1,2,3

If the Reminder(1,2,3) option is checked, report will show users that have passwords expiring in the **exact** number of days entered and the selected email template will be sent to the user.

Unchecked – report will not show users or send email to users that match that Reminder's number of days until password expires.

Edit - opens a template for editing using the program selected on the General Settings tab

Mail - sends a sample email using the template to the Administrator email address entered in the Email Settings tab

Templates

The templates can have any text or html that you would like. You can also use dynamic fields from the active directory to personalize the emails. Inserting images into the templates is not possible, however you can link to an image.

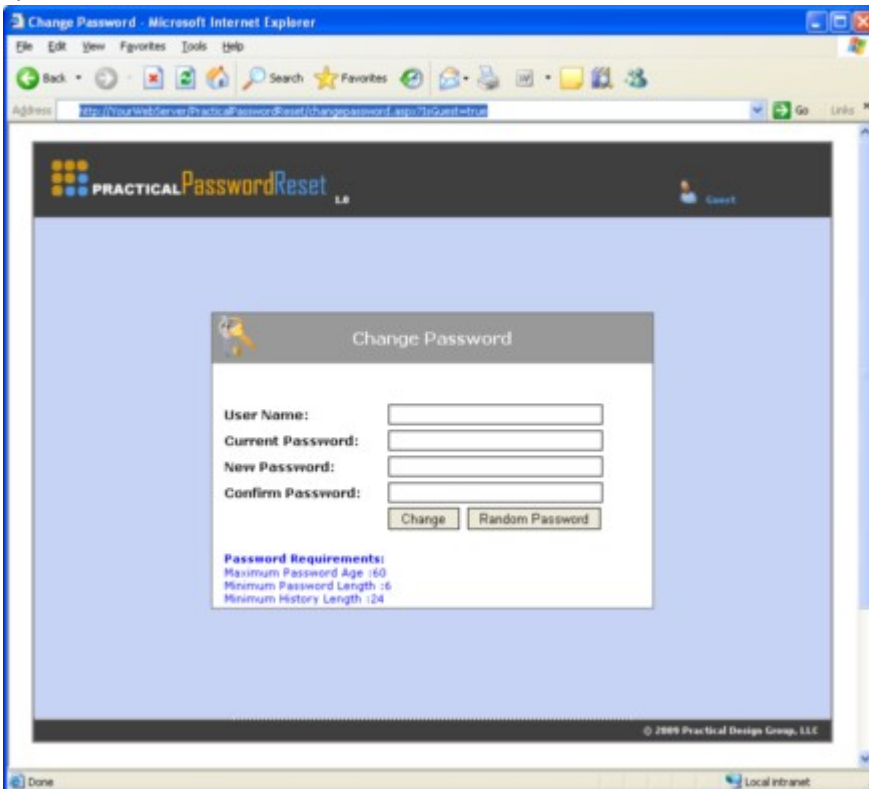
Note: Do not use MS Word or FrontPage to edit templates. They are not standard html editors and often insert their own markup which may break the dynamic features.

Dynamic field	LDAP data	Example
#FullName#	CN	Mickey Mouse
#FirstName#	Given Name	Mickey
#LastName#	N	Mouse
#UserName#	Domain account name	mmouse
#PwExpDay#	AD calculated value, no text	7
#ExpDate#	AD calculated expiration date	8/12/2009 8:52:35 AM

If you have [Practical Password Reset](#) on your network you can add a link to the User Change Password screen to the templates. This provides a very easy way for users to change their own password.

Example link: <http://YourWebServer/PracticalPasswordReset/changepassword.aspx?IsGuest=true>

Adding the ?IsGuest=true to the link turns off the Home button so users can not easily access the other options of Practical Password Reset.



When sending reminder emails to users, Practical Password Reminder uses the email address listed on the E-mail box in AD. If the user doesn't have an email account with your company, you can enter a supervisor email address or even their gmail or hotmail account.

Service accounts don't normally have an email account but may still expire. You can enter the person's email who is responsible of maintaining the account. They will receive the email notifications when the

password is about to expire.

The screenshot shows a Windows-style dialog box titled "BMoore Properties". It has several tabs at the top: "Member Of", "Dial-in", "Environment", "Sessions", "Remote control", "Terminal Services Profile", "COM+", and "Additional Account Info". The "General" tab is currently selected. Below the tabs, there is a small icon of a person and the name "BMoore". The main area contains several text input fields: "First name:" with "Bobby", "Initials:" (empty), "Last name:" with "Moore", "Display name:" with "Bobby Moore", "Description:" with "Finance", and "Office:" (empty). Below these are fields for "Telephone number:" (empty) and "E-mail:" with "BMoore@pdgtest.com". The "E-mail" field is circled in red. There are also "Other..." buttons next to the telephone and web page fields. At the bottom of the dialog are "OK", "Cancel", and "Apply" buttons.

Include all users expiring within 1 to Reminder1 days

If Reminder 1 is set to 10 days, then all users whose password expires within 1, 2, 3, 4, 5, 6, 7, 8, 9, or 10 days would be listed and grouped by day on the report in *Group By Expiring Days* and possibly *Users Without Email Address* sections. The Reminder1 email **will be sent out everyday** to any user who has a password expiring in 1 to the value of Reminder1 days. The purpose of this option is to see how many users will be expiring between 1 and Reminder1 days and give a forecast of how many users expire within that time frame. The option is usually only run in Test mode by the administrator, other wise users will receive a reminder everyday until they change their password.

OU List

By clicking the browse button you can select which OUs will be queried for users with expiring passwords. The program does not automatically search sub-OUs. If you want to query sub-OUs, you will need to select the sub-OUs as well.

To remove an OU from the list, click on the OU to be removed and click Remove.

Ignore users with - Change Password at next logon

Checked - report will Not contain any users in any section that have the change password at next logon flag set in AD and email to user will not be sent.

Unchecked - report will contain users with flag set

Ignore users with - Password Never Expires

Checked - report will Not contain any users in any section that have the Password never expires flag set. Email will not be sent to user with Never expire set in AD as expire date will not match any of the Reminder day.

Unchecked - report will contain users with flag set

Ignore users with - Password Already Expired

Checked - the report will Not contain any users with expired passwords. Email will not be sent to user with password already expired in AD as the expire date will not match any of the Reminder days.

Ignore users with - Account Disabled

Checked - if an account is disabled it will Not be listed in any section of report.

Unchecked – show disabled users in the report.

Ignore users with - Name

If entered, the report will not show any user who's username starts with the letters entered

example: tp entered

Users with usernames tphillips and tpete and tpool will not be shown in any section on the report and email will not be sent to matching users.

Ignore users with - No email account

Checked - if the user does not have an email address listed in the E-mail box on their AD account, they will not be listed in any section on the reports.

Unchecked – Users without email addresses are shown in reports. Email will not be sent to those users who match Reminder days as there isn't an email address to send to.

Users With Expired Password More Than x Day

This field is used for the *Users With Expired Password More Than x Days* section of the report. If the user has had a password expired for more than 100 days they will be shown in the *Users With Expired Password More Than x Days*. The reason for this section is to help admins determine which accounts should be disabled or deleted. If a user has had an expired password for an extended period of time the admin can use this list to disable or delete unused accounts.

Users without Email – separate report from button

Lists all users in the OUs selected that do not have an email address listed in AD. Sorted by Username.

Run Now

Run the report in the mode selected with the selected options. Depending on the number of users in the OUs selected, it could take several minutes for the report to be displayed. It takes about 30 seconds for every 1000 users queried.

Test mode checks the OUs selected for expiring passwords, generates report and sends email to admin, but does **Not** send emails to users.

Live mode checks the OUs selected for expiring passwords, generates report and sends email to admin, and **Does** send emails to users.

Report Sections - [Sample report](#)

Group By Expiring Days

This section shows users that have a password expiring on *Reminder1,2,3* days or all days between 1 to *Reminder1* days if the *Include all users expiring within 1 to Reminder1 days* option is Checked. This report is grouped by number of days until expiration and then sorted by username within the group. Each group section displays a total for that group.

Expired Users:

This section shows users that have expired passwords. This section is sorted by Username.

Users Without Email Address:

This section shows users without email addresses listed in AD with and have a password expiring on *Reminder1,2,3* days or 1 to *Reminder1* days if the *Include all users expiring within 1 to Reminder1 days* option is Checked. This section is not shown if *Ignore - No email* account is Checked. This section is sorted by username.

Users With Expired Password More Than x Days:

This section shows users that have expired accounts for longer than x days. X is set in *Users With Expired Password More Than x Days*. This section is sorted by expiration days and then username.

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Email Settings

Settings

Password Query **E-Mail Settings** General Settings Scheduled Task License About

Server:

Port:

Use SSL

User Name:

Password:

Administrator E-mail(s): *(Use ";" Separator for multiple E-mail id)*

Mail From:

Mail Subject:

Message Format: PlainText HTML

Run Mode Live Test

Practical Password Reminder will connect to any SMTP mail server, including servers that require SSL authentication. Microsoft Exchange is not required.

Mail Subject

This is the subject line of all emails sent by the program. This includes emails sent to the administrator(s) and all reminder emails sent to users.

Message Format

If you write the templates in HTML then select HTML.

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General Settings

Settings

Password Query | E-Mail Settings | **General Settings** | Scheduled Task | License | About

Report Path: ..

Template Editor: ..

No. of Reports To Keep:

Run Mode Live Test

Report Path

Path to the location where you want the administrator reports saved.

Template Editor Path

Path to the program you would like to use as an editor of the email templates.

No of Reports to Save

The program will only save the last X number of reports. Enter the number of reports you would like to save.

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Scheduled Task

Settings

Password Query | E-Mail Settings | General Settings | **Scheduled Task** | License | About

Authentication: Local User Name
Password

Run At: Daily 12:00 AM

Modify Task

Run Mode Live Test

Please Note: The Practical Password Reminder scheduled task **will always run in Live mode**. The scheduled task program does not look at the Live/Test setting, it does use all of the other settings.

Local User Name

Enter a local username that has privileges to create scheduled tasks and run programs on this computer.

Run at

Select time that the schedule report/email task will run.

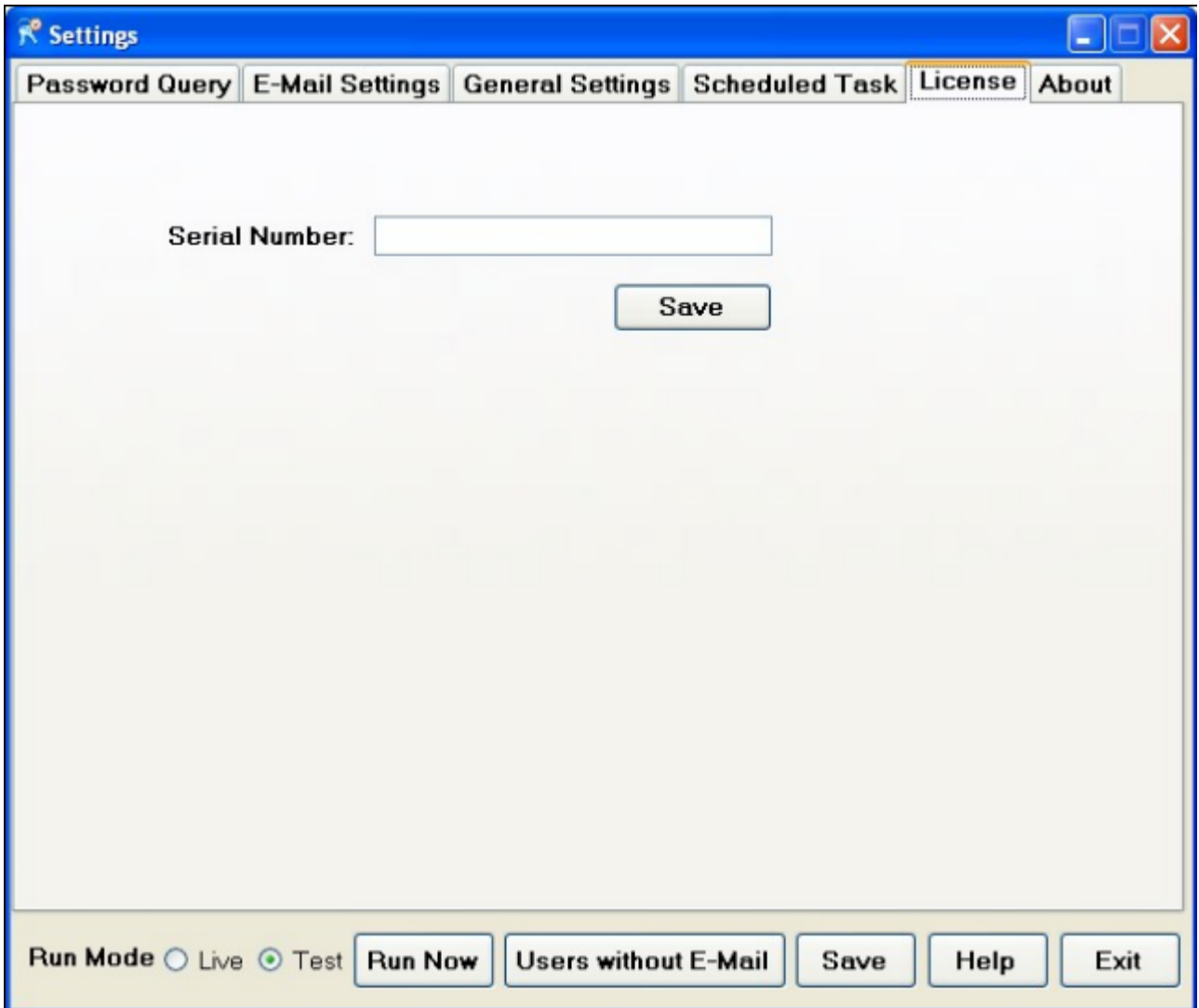
Modify Task

Creates or modifies the scheduled task to run Practical Password Reminder.

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License

When you purchase Practical Password Reminder you will receive a serial number. Enter the serial number and click Save. The program will be activated and all notifications of demo period will be removed.



The image shows a screenshot of a Windows-style dialog box titled "Settings". The dialog has a tabbed interface with the following tabs: "Password Query", "E-Mail Settings", "General Settings", "Scheduled Task", "License" (which is the active tab), and "About". The "License" tab contains a label "Serial Number:" followed by a text input field. Below the input field is a "Save" button. At the bottom of the dialog, there is a "Run Mode" section with two radio buttons: "Live" (unselected) and "Test" (selected). To the right of the radio buttons are five buttons: "Run Now", "Users without E-Mail", "Save", "Help", and "Exit".

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Group By Expiring Days

Name	Location	Password Expiring in	Action taken	Last login date	E-Mail
ABarbariol	Users	1	Sent Reminder3	8/15/2009 3:41:21 PM	ABarbariol@pdgtest.org
ABarr	Users	1	Sent Reminder3	8/16/2009 4:39:50 AM	ABarr@pdgtest.org
Total No. Of Users Password Expiring in 1 days is 2					
BMoore	Users	5	Sent Reminder2	10/13/2009 8:09:33 AM	BMoore@pdgtest.org
CCannon	Users	5	Sent Reminder2	10/9/2009 7:53:59 AM	CCannon@pdgtest.org
DBradley	Sales	5	Sent Reminder2	10/6/2009 4:31:56 PM	DBradley@pdgtest.org
DOrtiz	Users	5	Sent Reminder2	10/12/2009 1:56:19 PM	DOrtiz@pdgtest.org
ECorets	Users	5	Sent Reminder2	10/6/2009 1:07:09 PM	ECorets@pdgtest.org
GDickmann	Users	5	Sent Reminder2	10/13/2009 7:52:17 AM	GDickmann@pdgtest.org
JBerry	Users	5	Sent Reminder2	10/12/2009 5:45:32 AM	JBerry@pdgtest.org
JEvans	Users	5	Sent Reminder2	10/11/2009 9:55:21 AM	JEvans@pdgtest.org
Total No. Of Users Password Expiring in 5 days is 8					
ADixon	Users	10	Sent Reminder1	10/6/2009 11:21:57 AM	ADixon@pdgtest.org
BSimon	Users	10	Sent Reminder1	8/16/2009 1:47:42 PM	BSimon@pdgtest.org
CPoland	Engineering	10	Sent Reminder1	9/11/2009 6:18:16 AM	CPoland@pdgtest.org
DJohnson	Users	10	Sent Reminder1	8/24/2009 7:02:03 PM	DJohnson@pdgtest.org
ELang	Users	10	Sent Reminder1	8/25/2009 8:38:18 AM	ELang@pdgtest.org
JAdams	Users	10	Sent Reminder1	10/12/2009 2:56:23 PM	JAdams@pdgtest.org
KHarris	Users	10	Sent Reminder1	10/13/2009 6:58:11 AM	KHarris@pdgtest.org
LMitchell	Users	10	Sent Reminder1	10/11/2009 5:33:29 PM	LMitchell@pdgtest.org
MGraff	Users	10	Sent Reminder1	9/30/2009 9:11:54 AM	MGraff@pdgtest.org
PColeman	Users	10	Sent Reminder1	10/12/2009 6:54:28 PM	PColeman@pdgtest.org
RKelly	Users	10	Sent Reminder1	10/7/2009 7:44:11 PM	RKelly@pdgtest.org
SCooper	IT	10	Sent Reminder1	10/13/2009 8:00:34 AM	SCooper@pdgtest.org
TNixon	Users	10	Sent Reminder1	10/9/2009 7:33:37 AM	TNixon@pdgtest.org
Total No. Of Users Password Expiring in 10 days is 13					
Total No. Of Users 23					

* Change password at next login flag is set for the user

Expired Users:

Name	Location	Password Expiring in	Action taken	Last login date	E-Mail
Total No. Of Users 0					

Users Without Email Address:

Name	Location	Password Expiring in	Action taken	Last login date	E-Mail
Total No. Of Users 0					

** Change password at next logon flag is set for the user*

Users With Expired Password More Than 200 Days:

Name	Location	Password Expiring in	Action taken	Last login date	E-Mail
Total No. Of Users 0					

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