Guide to
Amend Password Expiry Duration

- Go to Maintenance > General > Facility Information
- Password expiry is currently set as maximum of 90 days
- * Only user assign with role 'Facility Admin' can perform this changes
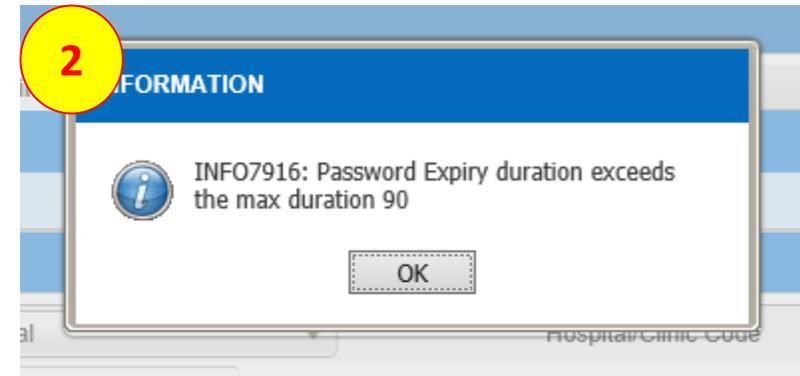
- Click 'Edit' button
- In 'Password Expiry' field, change the value from 90 to 365. (Depending on your facility policy, the value can be set at any number below 365 eg: 180. However, it cannot be more than 365)
- 'Save'
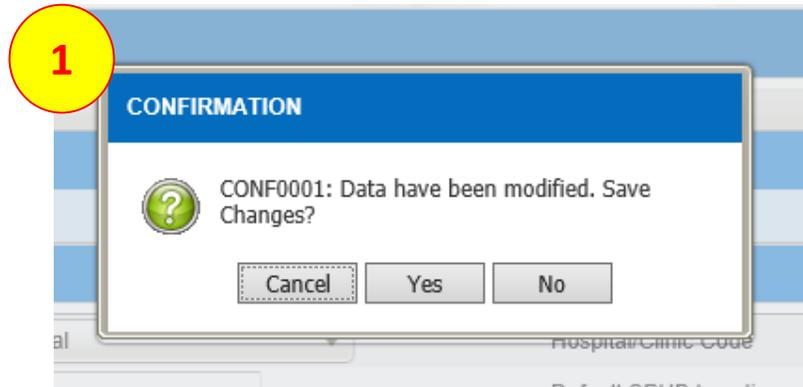
- After 'Save', you should get the confirmation as above(1)
- Password expiry change is successful.
- The date of password expiry for all user is reset automatically

- However, if you get the message as above (2), new setting at IWP did not update to your facility server
- Please follow the next step "Reload RefCodes"

Reload RefCodes

- In the address bar, change the extension "/index.zul" to "/dev.zul"
- Click 'Enter'

1

2
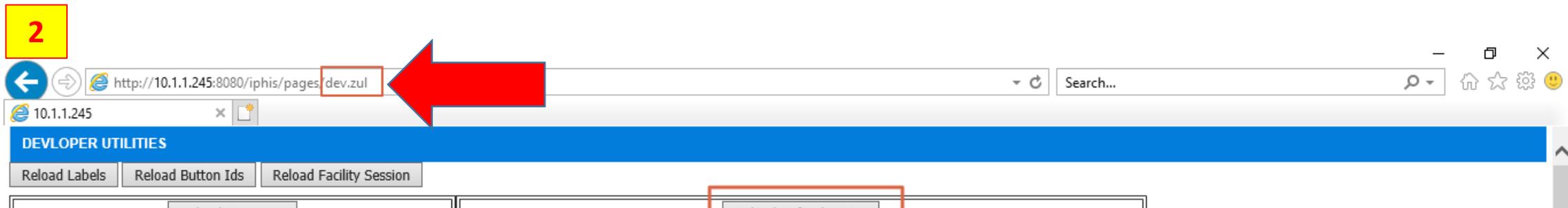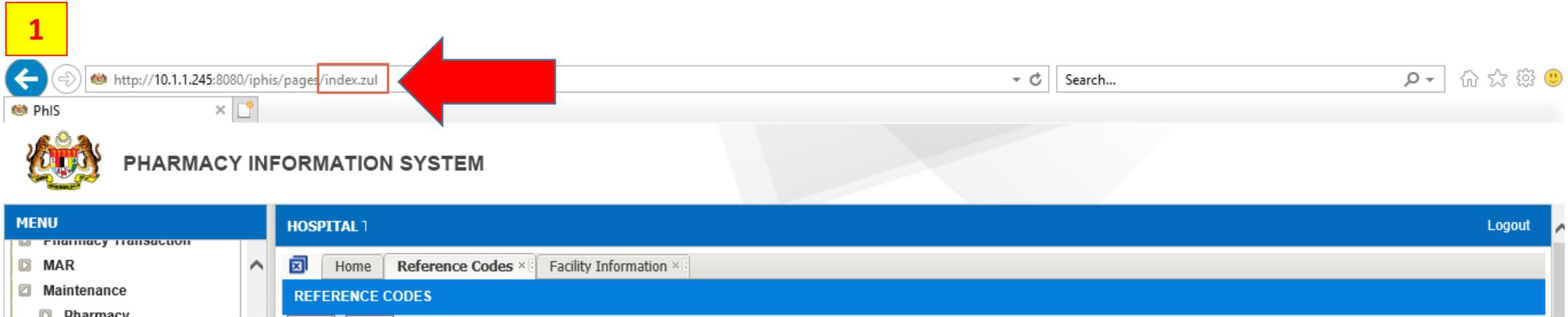
- Click the button "Reload RefCodes Map".
- 'LogOut' from the current screen or 'close' this window
- Login again and repeat steps in slide No 2 and 3

*Please contact PhIS Helpdesk if you encounter any problem. Thanks