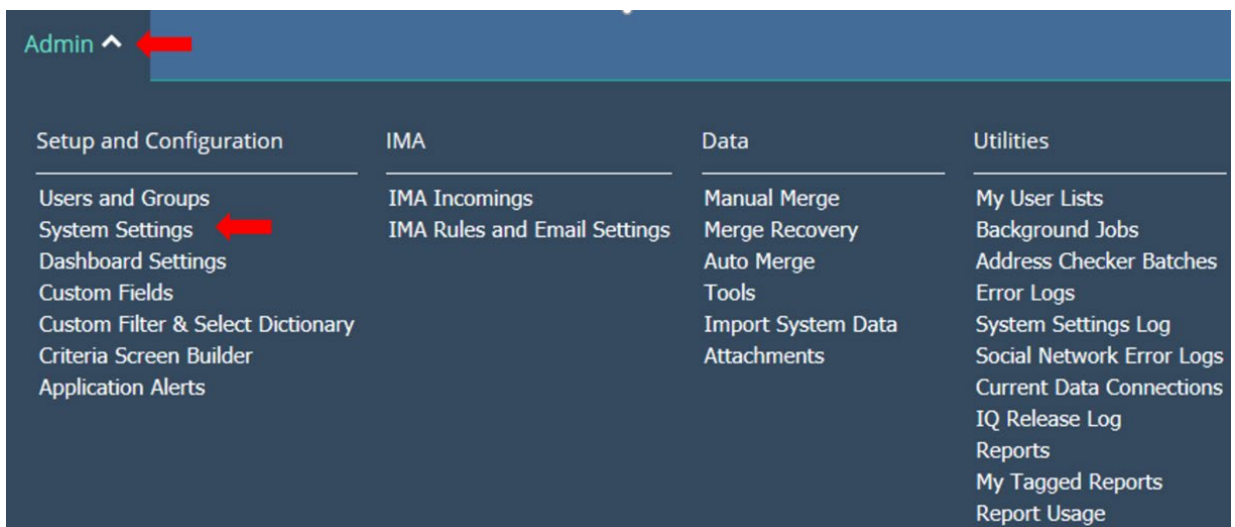


How to Set Up Security Alerts

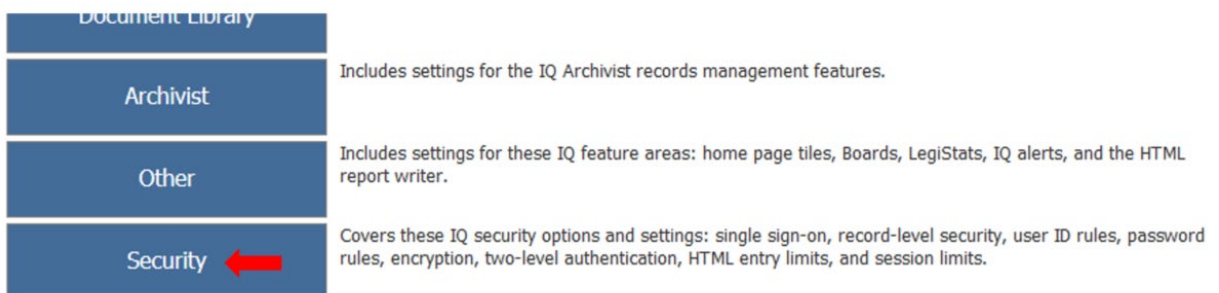
Enabling Security Alerts allows IQ administrators to quickly identify when a User's IQ Account has been locked out.

To enable Security Alerts:


1. Click the **Admin** big menu button then **System Setting**







2. Click **Security**



3. Ensure that the Security Setting Field for **Number of Consecutive Times a User Can Fail to Login Before the Account is Locked** is set to 1 or higher. A setting of 0 or empty will not trigger the alert.

<input type="text"/>	Minimum Number of Numeric Characters (0=No Minimum)
<input type="text"/>	Minimum Number of Special Characters (0=No Minimum)
<input type="text" value="3"/>	Number of Consecutive Times a User Can Fail to Login Before the Account is Locked (0=never lockout) 
<input type="text"/>	Number of Hours Before Automatically Unlocking Locked Out Users (0=Never auto-unlock)
<input type="text"/>	Minimum Number of Hours Before the Next Password Change is Allowed (0=no limit)

4. Add IQ Users to the **Security Alert Users** or **Security Alert Groups** box in the **Password Rules** section to designate IQ users to receive the Security Alerts.

<input type="text" value="Leo Vieira *"/> 	 Security Alert Users
<input type="text" value="SD_MANAGER *"/> 	 Security Alert Groups
<input type="text"/>	From Email Address for Security Alerts

5. Click **Save** at the bottom of the page to save your security changes and close the Security Settings dialog box.

If you don't have the proper permissions to set up security alerts, please speak with your on-site admin, IT Consultant, or the help desk at (703) 206-0188.