

# SECURITY

## Introduction to User and Group Security

In User Group and Security, you can create new users, assign users to groups, and set user group security, i.e. what a user may or may not do in BPO.

A user must be created for each employee who is required to log on to BPO. Each user is placed in a security group. Security rights are set for the group.

Employees may be created on the system without being a user.

A SQL Server Login is created when a User is saved in BPO. The default password for a user login is: P@ssword123. This should be changed as soon as possible, by the user: [Changing your Password](#).

Enforcing Password Policy, Expiration and User must change at next login Configuration is set up in:

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**Ribbon Access:** *SQL Server > Security > Login > Properties*

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### Related Topics

- [Create a New Group](#)
- [Setting Security Access](#)
- [Add a User Login](#)
- [Edit a User Login](#)
- Create New / Reset User Password
- [Assign a User to an Employee](#)

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