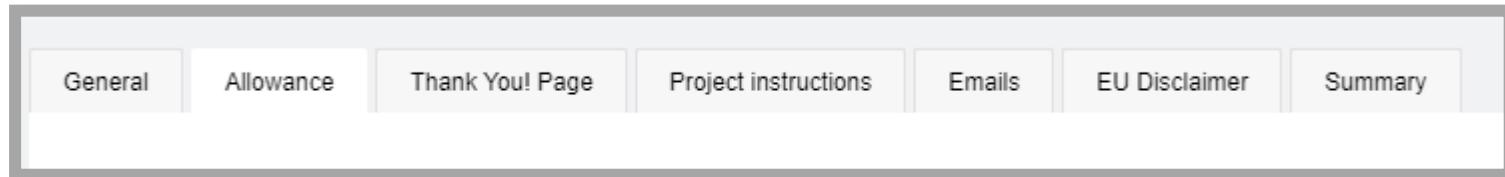


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## SALES COMPETENCE I HOW TO: Creating and checking passwords

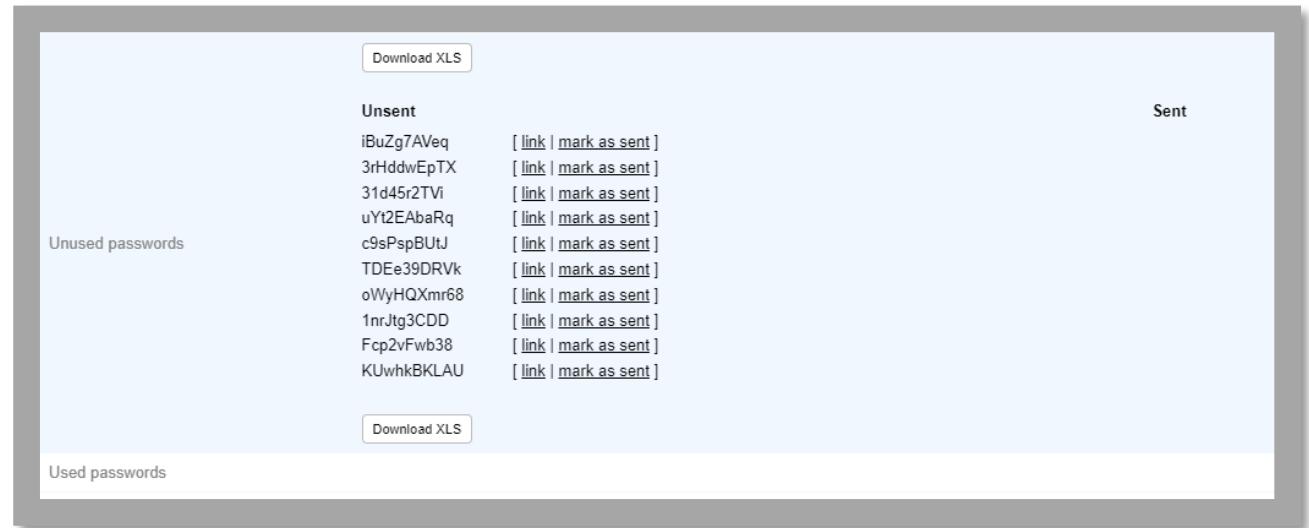
- Log into your FinxS account
- Go to the '**Projects**' tab on your dashboard and click on '**Competence Assessments**' in the dropdown menu
- In the column on the left, click on the **Project/Access Code** you wish to check or add passwords to
- When the project details appear, select the 'Allowance' tab from the new row of tabs appearing along the top



- Click '**Edit**' on the right of the screen
- If passwords aren't used, in the 'Require Password' field, the 'No' circle will be filled in OR if passwords are used the 'Yes' one will be
- If passwords are used, there will be a box of used and unused passwords
- If you need to generate new passwords, go to the 'Number of passwords' field and enter the number of passwords you require
- Click on 'Generate Passwords'

Allowance Type	<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited
Allowance number	0 used
Require Password	<input checked="" type="radio"/> Yes <input type="radio"/> No
Known Respondents	<input type="radio"/> Yes <input checked="" type="radio"/> No
Number of passwords	10 <input type="button" value="Generate Passwords"/>

- Copy and paste them to another document, if you wish, for easy record keeping, noting which access code they are for
- Click 'Save' on the right (**If you do not save, the passwords will not be saved even though they were generated**)
- If you do not wish to use passwords anymore, click on the 'No' circle in the 'Require Password' field, then 'Save'



Unused passwords

Used passwords

Sent

Unused

Unused Passwords	Actions
iBuZg7AVeq	[ <a href="#">link</a>   <a href="#">mark as sent</a> ]
3rHddwEpTX	[ <a href="#">link</a>   <a href="#">mark as sent</a> ]
31d45r2TVi	[ <a href="#">link</a>   <a href="#">mark as sent</a> ]
uYt2EAbaRq	[ <a href="#">link</a>   <a href="#">mark as sent</a> ]
c9sPspBUTJ	[ <a href="#">link</a>   <a href="#">mark as sent</a> ]
TDEe39DRVk	[ <a href="#">link</a>   <a href="#">mark as sent</a> ]
oWyHQXmr68	[ <a href="#">link</a>   <a href="#">mark as sent</a> ]
1nrJtg3CDD	[ <a href="#">link</a>   <a href="#">mark as sent</a> ]
Fcp2vFwb38	[ <a href="#">link</a>   <a href="#">mark as sent</a> ]
KUwhkBKLAU	[ <a href="#">link</a>   <a href="#">mark as sent</a> ]

Used

Used Passwords	Actions

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