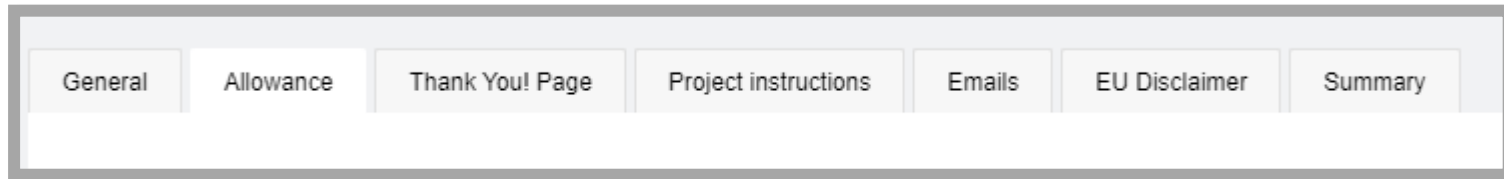


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SALES COMPETENCE I HOW TO: Creating and checking passwords

- 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	<input type="text" value="10"/>	<button>Generate Passwords</button>

- Passwords will appear in the 'Unused Passwords' field

