

User Guide

Novell[®] SecureLogin

6.1 SP1

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www.novell.com



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About This Guide

This document contains information on the following:

- ◆ Chapter 1, “Overview,” on page 9
- ◆ Chapter 2, “Accessing The Personal Management Utility,” on page 13
- ◆ Chapter 3, “Working With Applications,” on page 15
- ◆ Chapter 4, “Working With My Login,” on page 31
- ◆ Chapter 5, “Working With Preferences,” on page 35
- ◆ Chapter 6, “Working With Password Policies,” on page 47
- ◆ Chapter 7, “Using the Advanced Menu,” on page 53

Audience

This guide is intended for the end users of Novell SecureLogin.

Feedback

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comments feature at the bottom of each page of the online documentation, or go to the [Novell Feedback Web site \(http://www.novell.com/documentation/feedback.html\)](http://www.novell.com/documentation/feedback.html) and enter your comments there.

Documentation Updates

For the most recent version of the *Novell SecureLogin 6.1 SP1 User Guide*, visit the [Novell Documentation Web site \(http://www.novell.com/documentation/securelogin61/index.html\)](http://www.novell.com/documentation/securelogin61/index.html).

Additional Documentation

This *User Guide* is a part of the documentation set for Novell SecureLogin 6.1 SP1. Other documents are:

- ◆ *Novell SecureLogin 6.1 SP1 Installation Guide*
- ◆ *Novell SecureLogin 6.1 SP1 Administration Guide*
- ◆ *Novell SecureLogin 6.1 SP1 Application Definition Guide*
- ◆ *Novell SecureLogin 6.1 SP1 Citrix and Terminal Services Guide*
- ◆ Quick Start: “NMASS Login Method and Login ID Snap-In for pcProx”
- ◆ Readme. Available online at the [Novell Documentation Web site. \(http://www.novell.com/documentation/securelogin61sp1/index.html\)](http://www.novell.com/documentation/securelogin61sp1/index.html)

Documentation Conventions

In Novell documentation, a greater-than symbol (>) is used to separate actions within a step and items in a cross-reference path.

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Overview

1

Novell® SecureLogin is a Single Sign-on (SSO) product. It eliminates the necessity for users to remember multiple usernames and passwords. It stores usernames and passwords and automatically retrieves them for users when required.

Novell SecureLogin consists of multiple, integrated security systems that provide authentication and single sign-on to networks and applications.

This release of Novell SecureLogin runs on Microsoft* Windows Vista* as well as Windows* 2000 and XP so, migrating to Vista is transparent to users and deployment is easy for administrators.

Novell SecureLogin has wizards, an iManager plug-in, and tools that make it easy to centrally configure for use on the corporate network.

It supports usernames, passwords, and multi-factor authentication such as smart cards, tokens, or biometrics at the network and application levels.

In this document, we take a menu-oriented approach in explaining how to use the Personal Management utility to customize Novell SecureLogin to your preferences and requirements.

1.1 Management Utilities

Novell SecureLogin has two management utilities:

- ♦ [Section 1.1.1, “Administrative Manage Utilities,” on page 9](#)
- ♦ [Section 1.1.2, “The Personal Management utility,” on page 11](#)

1.1.1 Administrative Manage Utilities

The Administrative Management utility

Administrators use the Administrative Management utilities: iManager SSO plug-in, SecureLogin Manager, and Active Directory* Computer Users and Snap Ins to define the settings and preferences of Novell SecureLogin for use by the end users.

Figure 1-1 iManager: One of the Administrative Management Utilities

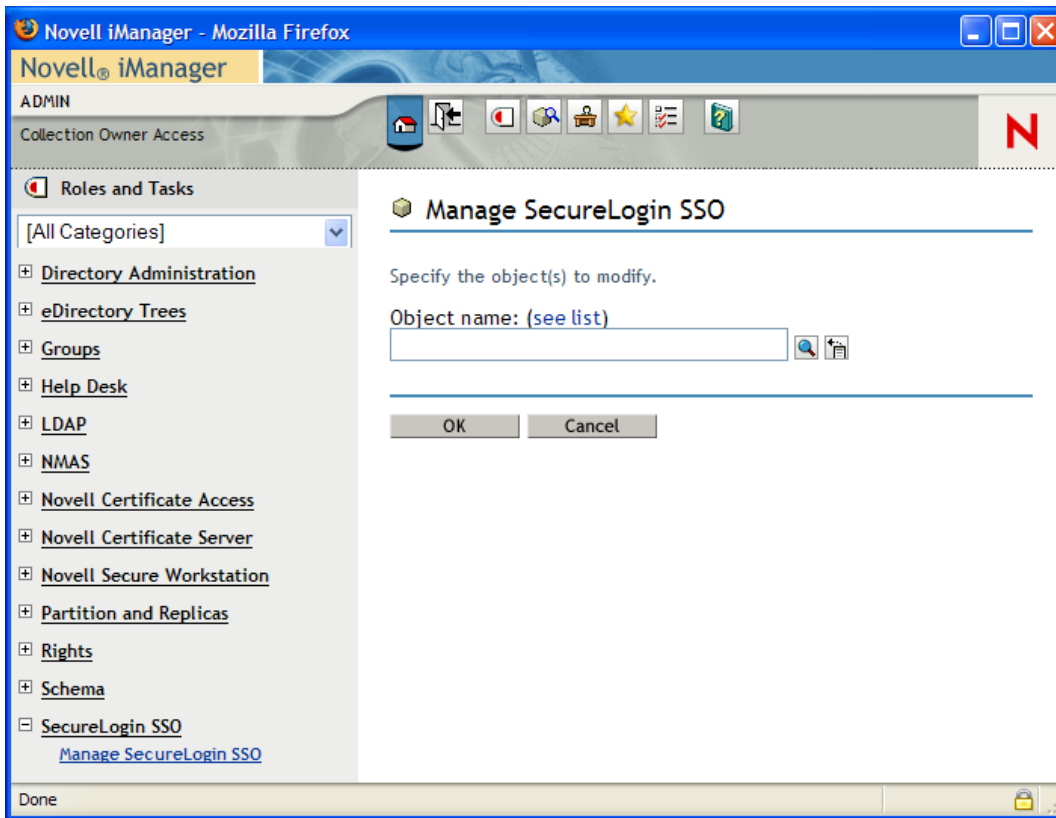
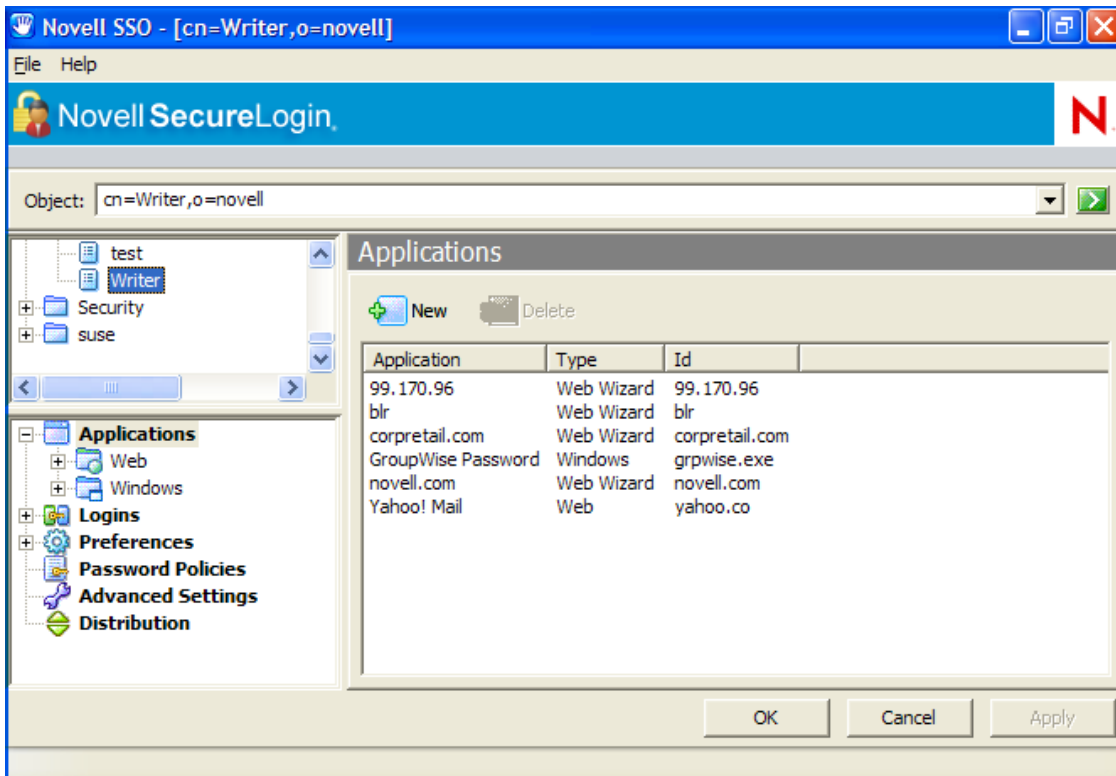


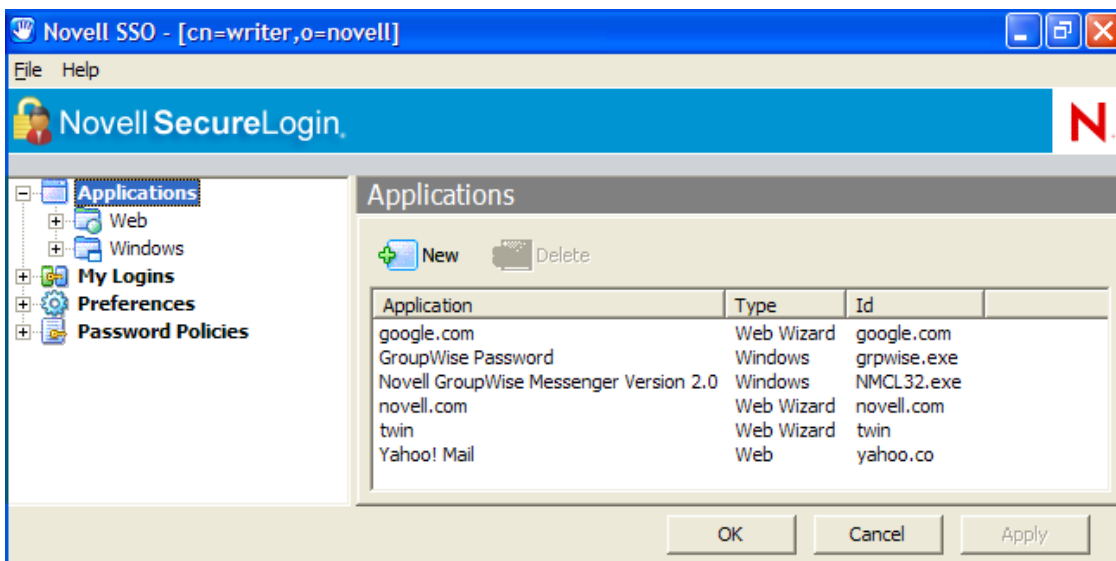
Figure 1-2 The SecureLogin Management



1.1.2 The Personal Management utility


You can use the Personal Management utility to customize the Novell SecureLogin to suit your requirements. For example, you can set your own passphrase question and answer, and set your own password policies.

Figure 1-3 The Personal Management Utility




Accessing The Personal Management Utility

2

The Personal Management utility is represented by an icon  in the notification area (system tray).

To launch Novell® SecureLogin:

- 1 Click *Start > Programs > Novell SecureLogin*.

After you successfully launch the Novell SecureLogin, the  appears in the notification area.

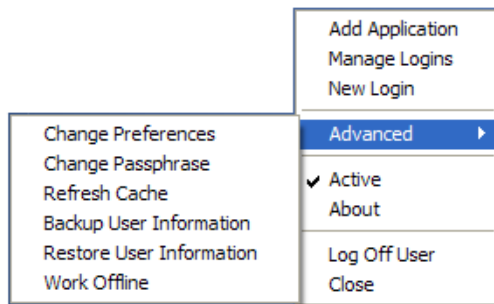
Double-click this icon to launch the Personal Management utility.

This icon is a shortcut the Novell SecureLogin functionality on your workstation.

- 1 Right-click the Novell SecureLogin icon in the notification area.
- 2 Select the task you want to perform.

For example, select *Add Applications* to add, delete, and manage the applications.

Figure 2-1 *The Advanced Preferences*



The following table provides the information on the tasks available in the menu. If a task does not appear in the menu, your administrator has not enabled this functionality for you.

Option	Description
<i>Add Application</i>	Starts the Add Applications wizard. Enables an application for single-sign on by creating a script that automates the login.
<i>Manage Logins</i>	Launches the Novell SecureLogin Personal Management utility. Adds login IDs (login credentials), links login IDs to applications, manages password policies, and manages Novell SecureLogin settings.

Option	Description
<i>New Login</i>	<p>Enables you to create multiple single sign-ons or login IDs for an application. For example, if you have three accounts on the same application, SecureLogin manages the three sets of credentials.</p> <p>SecureLogin provides the option to select the preferred account when the application starts.</p>
<i>Advanced > Change Preferences</i>	<p>Opens the Personal Management utility, with the <i>Preferences</i> option selected.</p>
<i>Advanced > Change Passphrase</i>	<p>Enables you to change your passphrase question or passphrase answer.</p>
<i>Advanced > Refresh Cache</i>	<p>Refreshes the local cache settings and updates caches with any changes made at the associated container or organizational unit level.</p>
<i>Advanced > Backup User Information</i>	<p>Backs up the Novell SecureLogin user information into a file.</p>
<i>Advanced > Restore User Information</i>	<p>Restores Novell SecureLogin information from the backup file.</p>
<i>Advanced > Work Online / Offline</i>	<p>Toggles between the online and offline states of SecureLogin. When you work offline, SecureLogin uses the local (secondary) cache rather than the directory.</p> <p>This option is not displayed in Standalone mode</p>
<i>Active</i>	<p>Determines whether SecureLogin is enabled (active) or disabled.</p>
<i>About</i>	<p>Displays the SecureLogin version number and the status of the data stores. The primary data store is the directory. The secondary is the local cache.</p>
<i>Log User Off Windows</i>	<p>Enables you to shut down all programs, including SecureLogin, and log out from the workstation. Performs the same function as the <i>Shut Down > Log Off</i> option on the Windows Start menu.</p>
<i>Close</i>	<p>Shuts down SecureLogin.</p>

Working With Applications

3

Novell® SecureLogin uses application definitions to automatically log you in to Windows, Web, or Java applications. (An application definition is a set of instructions telling SecureLogin how to handle the login for a certain application.) Novell SecureLogin has predefined application definitions for some of the applications. You can use the Add Applications wizard to create new application definitions.

The wizard captures and stores your login name (username), password, and any other information required for authentication.

- ♦ [Section 3.1, “Using the Add Application Wizard to Enable an Application for Single Sign-on,” on page 15](#)
- ♦ [Section 3.2, “Using the Personal Management Utility to Enable Applications for Single Sign-on,” on page 25](#)
- ♦ [Section 3.3, “Using a New Application Definition to Enable Applications for Single Sign-on,” on page 26](#)
- ♦ [Section 3.4, “Modifying an Application,” on page 27](#)
- ♦ [Section 3.5, “Deleting an Application,” on page 28](#)
- ♦ [Section 3.6, “Responding to Pop-Up Prompts,” on page 28](#)

3.1 Using the Add Application Wizard to Enable an Application for Single Sign-on

- ♦ [Section 3.1.1, “Enabling Applications that Have a Predefined Application Definition,” on page 16](#)
- ♦ [Section 3.1.2, “Enabling a Windows Application,” on page 17](#)
- ♦ [Section 3.1.3, “Enabling a Web Application,” on page 21](#)
- ♦ [Section 3.1.4, “Enabling a Java Application,” on page 23](#)

When you launch an application for the first time and Novell SecureLogin is active on your workstation, a pop-up prompts you to enable single sign-on for the application. After you respond to the pop-up and allow SecureLogin to capture your login credentials, you are logged in automatically and the prompt does not appear again for this application.


If you are not prompted, use the Add Application wizard to enable the application for single sign-on. The wizard creates application definition that captures your login credentials. The next time you launch the application, Novell SecureLogin uses the application definition to automatically log you in.

- ♦ [Section 3.1.1, “Enabling Applications that Have a Predefined Application Definition,” on page 16](#)
- ♦ [Section 3.1.2, “Enabling a Windows Application,” on page 17](#)
- ♦ [Section 3.1.3, “Enabling a Web Application,” on page 21](#)
- ♦ [Section 3.1.4, “Enabling a Java Application,” on page 23](#)

3.1.1 Enabling Applications that Have a Predefined Application Definition

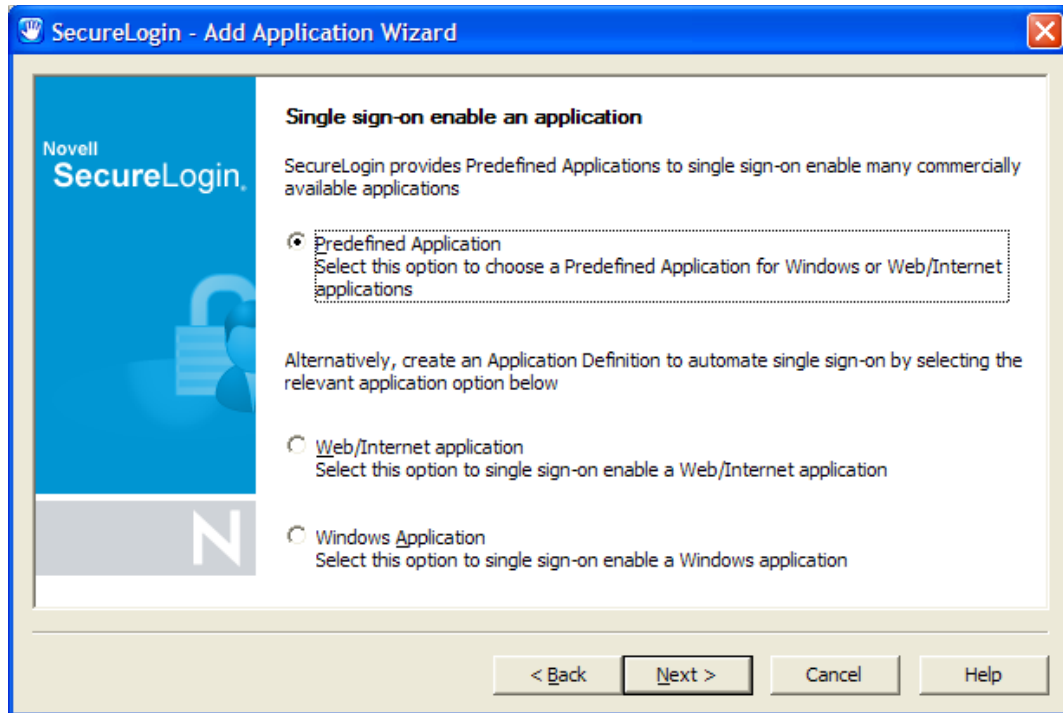
Application definitions store certain login information so that it can be used again and again. To save you the time and trouble of setting up application definitions, Novell SecureLogin provides predefined application definitions for many applications.

To enable an application that has a predefined application definition:

- 1 Right-click the Novell SecureLogin  in the notification area (system area), then click *Add Application*. This launches the Add Application wizard.



- 2 In the Welcome to SecureLogin window, click *Next*.
- 3 On the Single Sign-on Enable an Application page, select *Predefined Application*, then click *Next*.




- 4 From the *Predefined Application* list, select an application, then click *Next*.

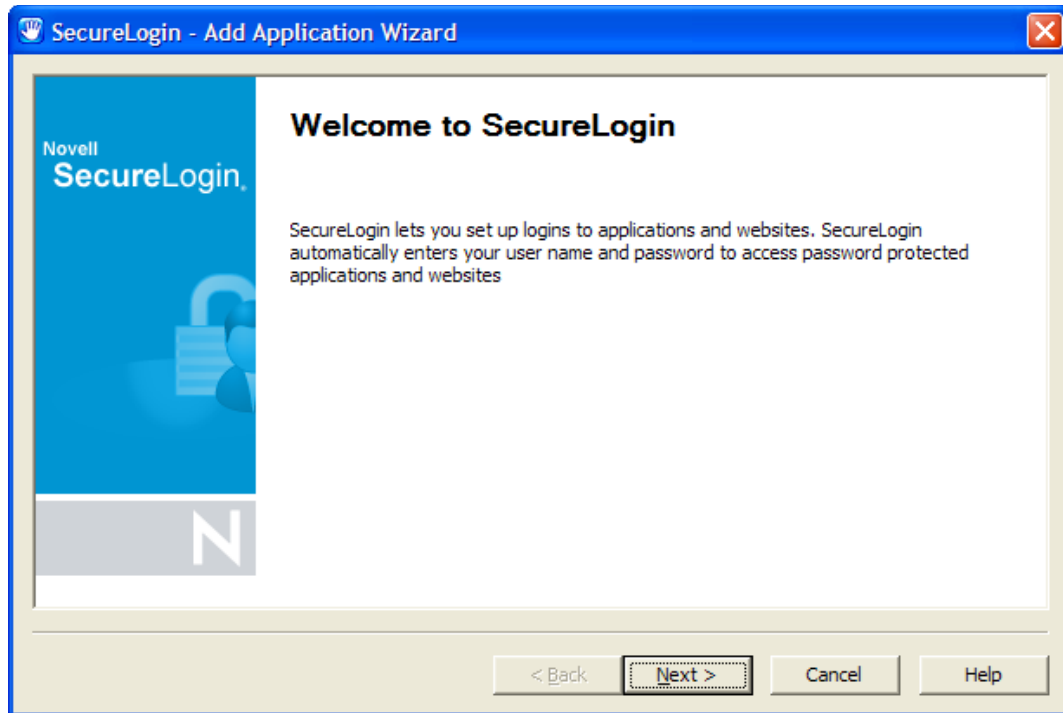
The next time you launch the application you selected, Novell SecureLogin prompts to specify the login credentials.

Specify the credentials (the username and password), then click *OK*. This data is your login ID. Novell SecureLogin saves this data and automatically logs you in the next time you launch the application.

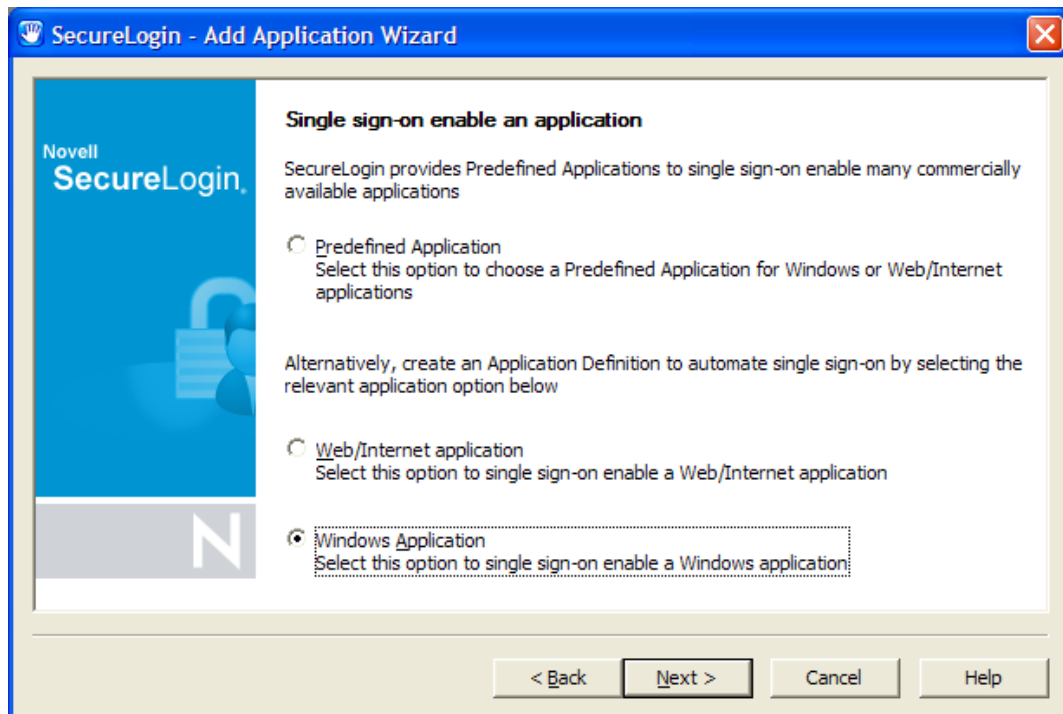
3.1.2 Enabling a Windows Application

The following steps apply when Novell SecureLogin does not automatically detect a new application. If Novell SecureLogin detects a new application and launches the Add Application wizard, go to Step 7.

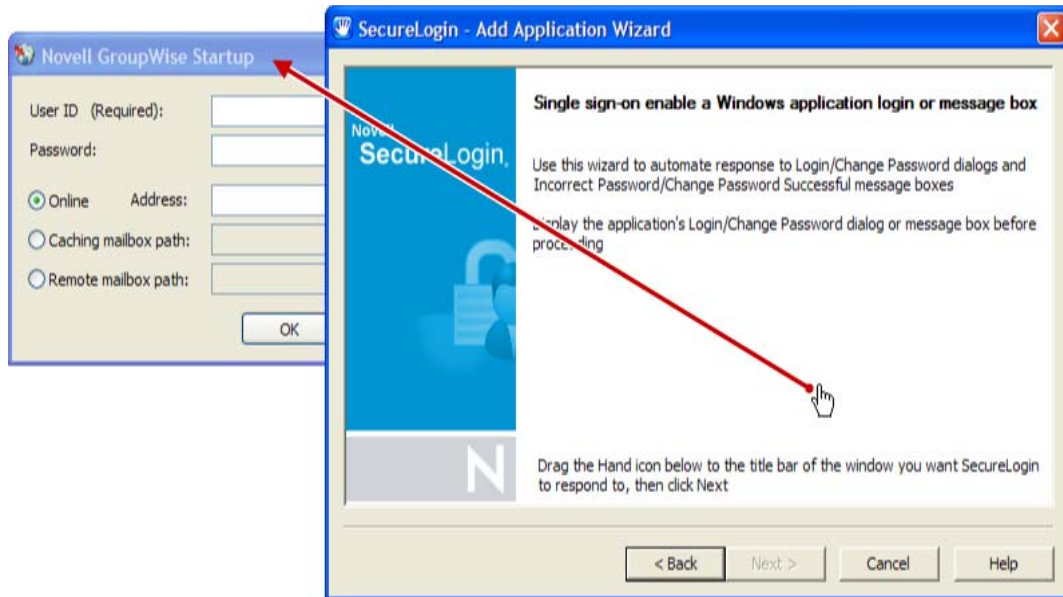
- 1 Launch the Windows application for which you want to enable single sign-on.
- 2 Specify the username and password, but do not click *OK*, *Next*, or *Finish*.
Keep the login dialog box open so that Novell SecureLogin can capture the information from the panel and save it appropriately.
- 3 Right-click the Novell SecureLogin  in the notification area, then click *Add Application*. This launches the Add Application wizard.



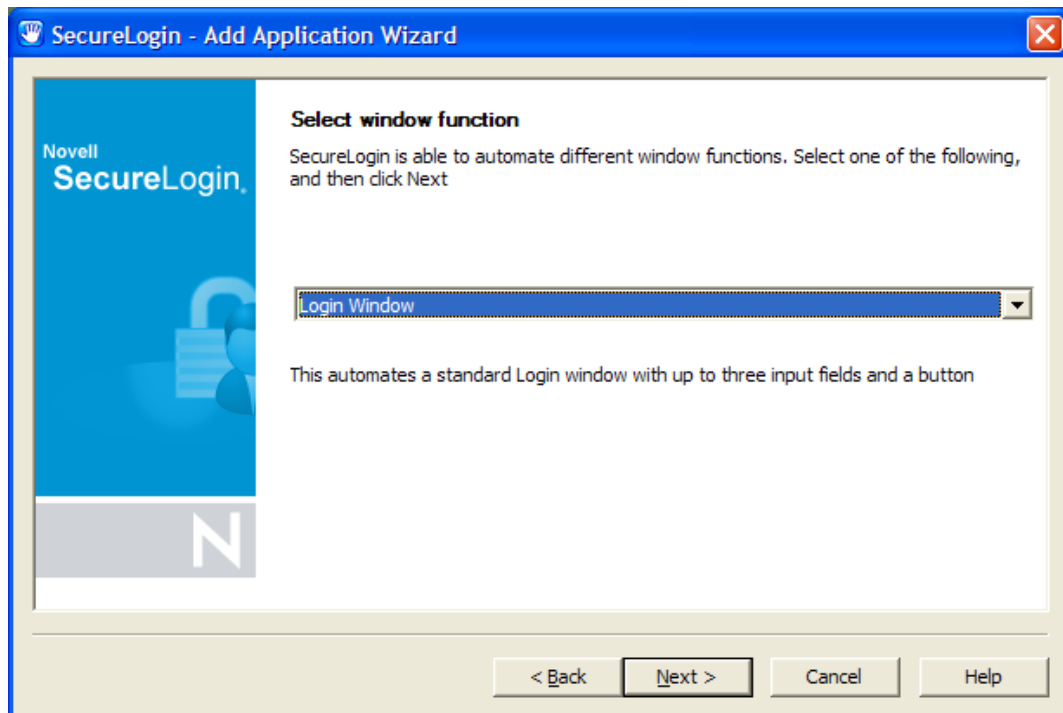
- 4 On the Welcome to SecureLogin page, click *Next*.
- 5 On the Single Sign-on Enable an Application page, select *Windows Application*, then click *Next*.



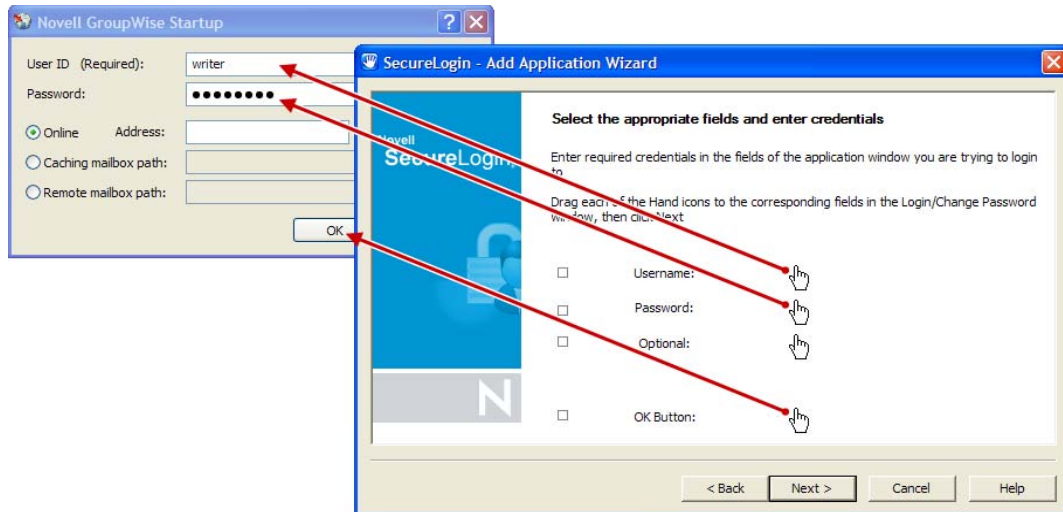
- 6 Drag the hand icon from the wizard page to the title bar of the login dialog box.



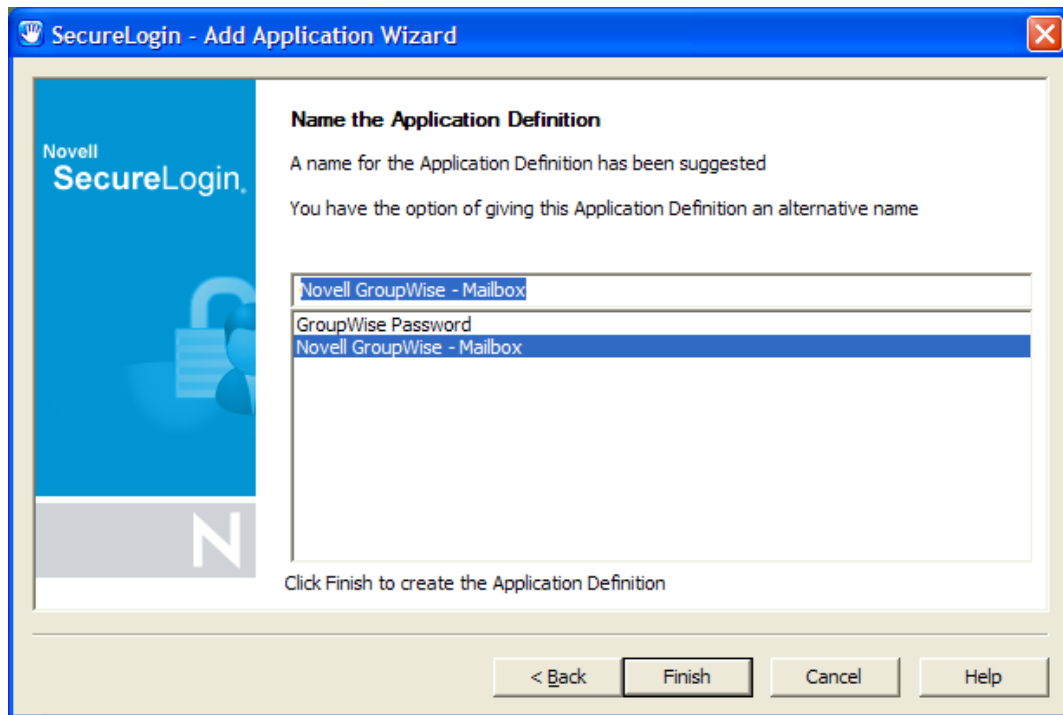
- 7 On the Select Window Function page, select *Login Window* from the drop-down list, then click *Next*.



- 8 Drag the hand icons and drop them onto the corresponding *Username*, *Password*, and (if appropriate) *Other* fields in the login dialog box.




- 9 Drag the hand icon for the *OK* button and drop it onto the *OK*, *Next*, *Continue*, or similar options on your login dialog box.
- 10 Click *Next*.
- 11 (Optional) In the Name the Application Definition dialog box, specify a name for the application definition. An appropriate default name is already suggested.



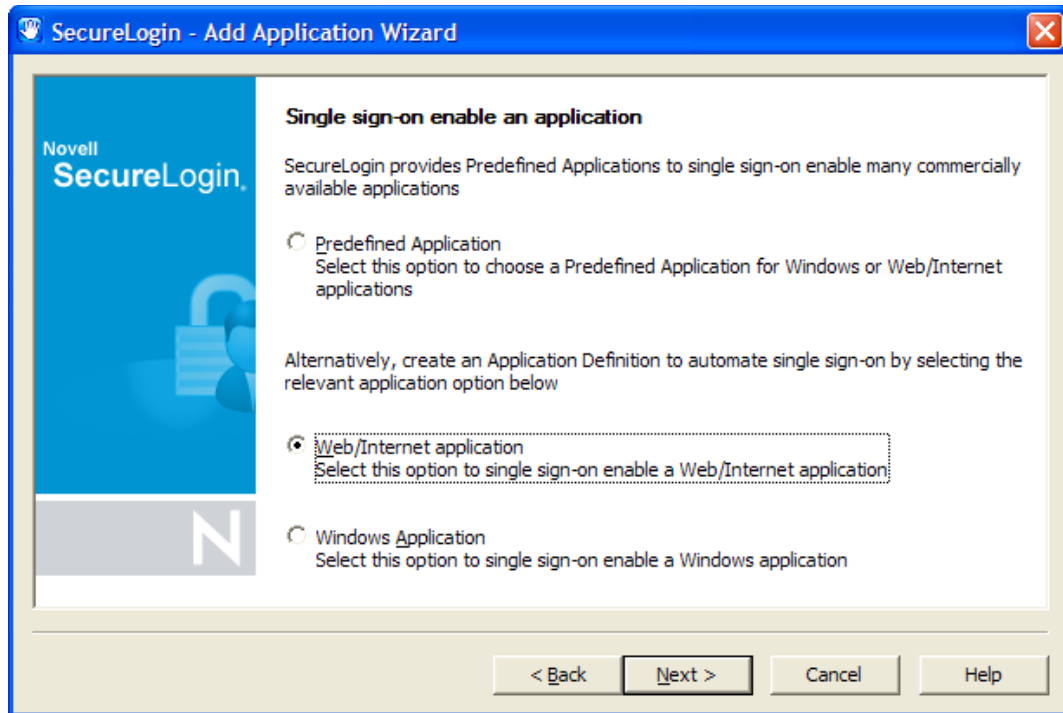
- 12 Click *Finish*.

3.1.3 Enabling a Web Application

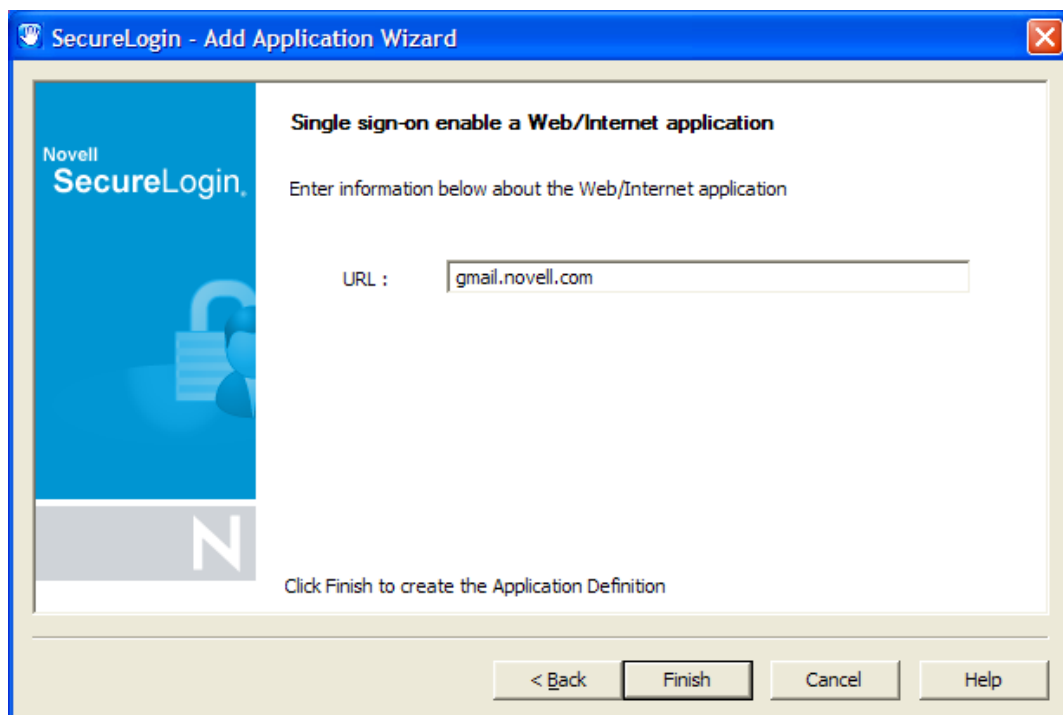
- 1 Right-click the Novell SecureLogin  in the notification area, then click *Add Application*. This launches the Add Application wizard.



- 2 On the Welcome to SecureLogin window, click *Next*.
- 3 On the Single Sign-on Enable an Application page, select *Web/Internet Application*, then click *Next*.



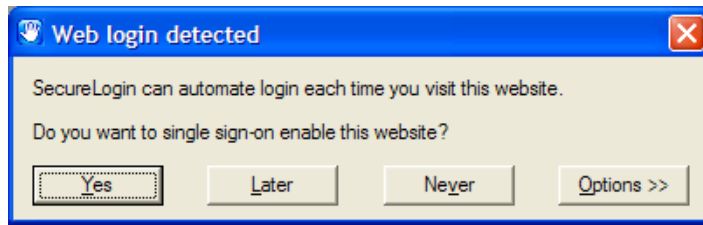
- 4 In the Single Sign-on Enable a Web/Internet Application dialog box, specify the URL of the Web page for which you want to enable single sign-on, then click *Finish*.



The Web page is launched.

- 5 Specify your username and password as login credentials.

- 6 You are prompted to save your credentials for single sign-on. Click *Yes*.



Novell SecureLogin extracts the login information from the Web page and stores it for future single sign-on authentication.

3.1.4 Enabling a Java Application

If Java applications are coded in AWT or Swing, Novell SecureLogin can enable those applications for single sign-on.

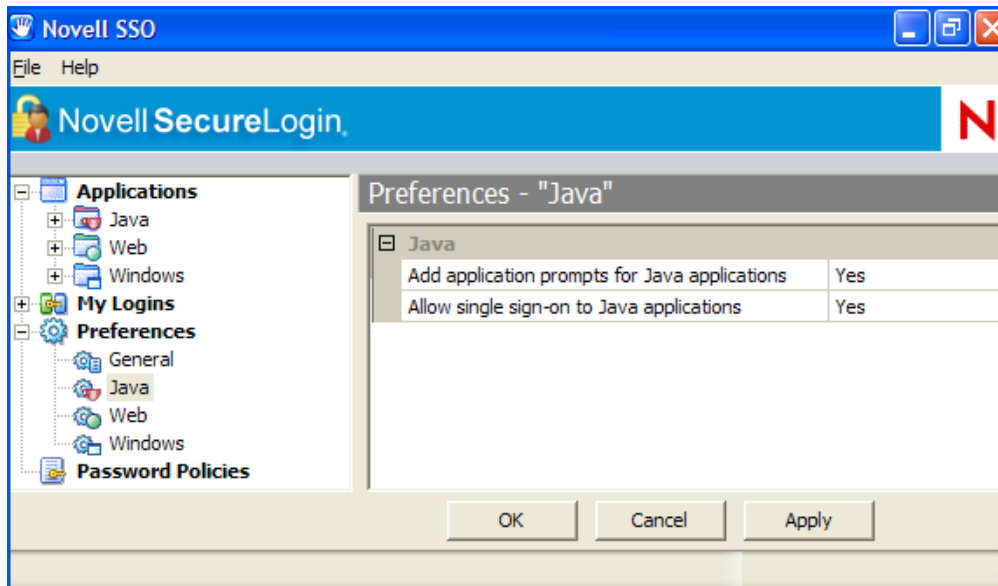
An application definition requires control numbers (hidden numbers that differentiate a Username edit box from a Password edit box). Determining the correct control numbers in a Java application might require trial and error. Therefore, we recommend that the network administrator configure Java applications centrally, test the applications, and then distribute them.

This section contains the following information:

Prerequisites

- ◆ Install a Sun* Java Runtime Environment Version 1.4 or later. (Microsoft Java Virtual Machine is not supported.)
- ◆ Select the option for enabling Java applications during Novell SecureLogin installation.
- ◆ In the *Preference Properties* table, ensure that the value for *Add application prompts for Java applications* is set to *Yes*.
- ◆ In the *Preference Properties* table, ensure that the value for *Allow single sign-on to Java applications* is set to *Yes*.

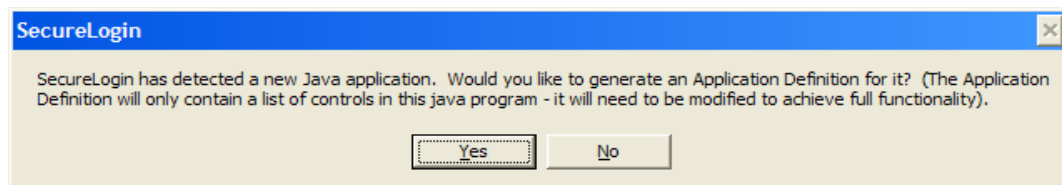
Figure 3-1 Enabling the Java Preferences



Adding the Java Application to the List of Applications

- 1 Launch the Java application.

If Novell SecureLogin is active on your workstation, it displays the following message:



- 2 Click *Yes*.

Novell SecureLogin extracts and stores the Java control information for login to the application or server.

- 3 Double-click the Novell SecureLogin  icon in the notification area, then select *Applications*.

Novell SecureLogin displays a new icon (Java) and application type.

- 4 Double-click the Java application, then click *Definition*.

- 5 Modify the application definition by typing the commands and control numbers that enable Novell SecureLogin to automatically log you in to the application.


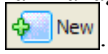
Determining the control numbers might require trial and error.

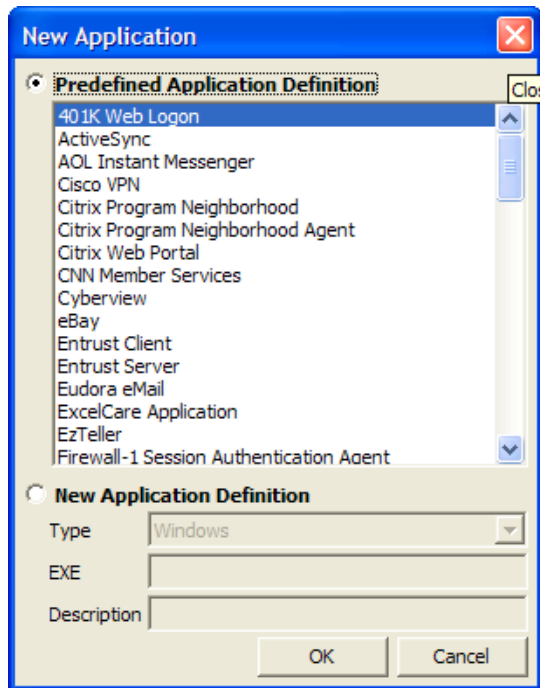
- 6 Save the single-sign-on information by clicking *Apply*.

- 7 Test the Java application by launching it and logging in.

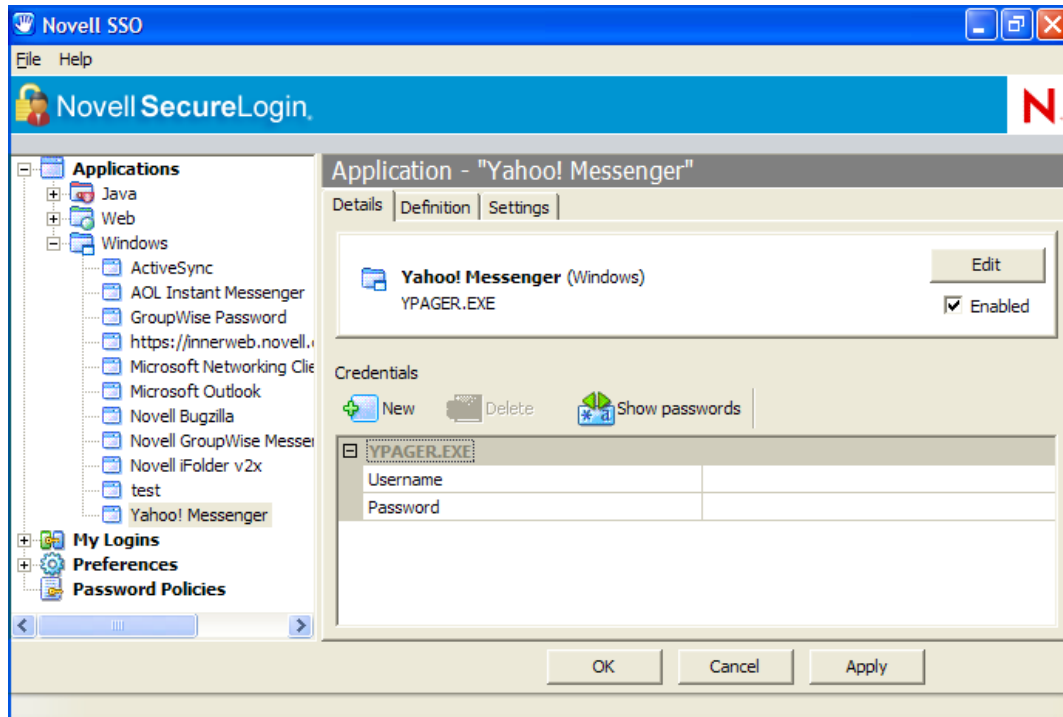
3.2 Using the Personal Management Utility to Enable Applications for Single Sign-on

You can enable an application for single sign-on through the Personal Management utility as well as through the Add Application wizard.

- 1 Double-click the Novell SecureLogin icon  in the notification area. This launches the Personal Management Utility with the *Application* menu selected.
- 2 Click . Alternatively, select *File > New > Application*. The New Application dialog box appears.





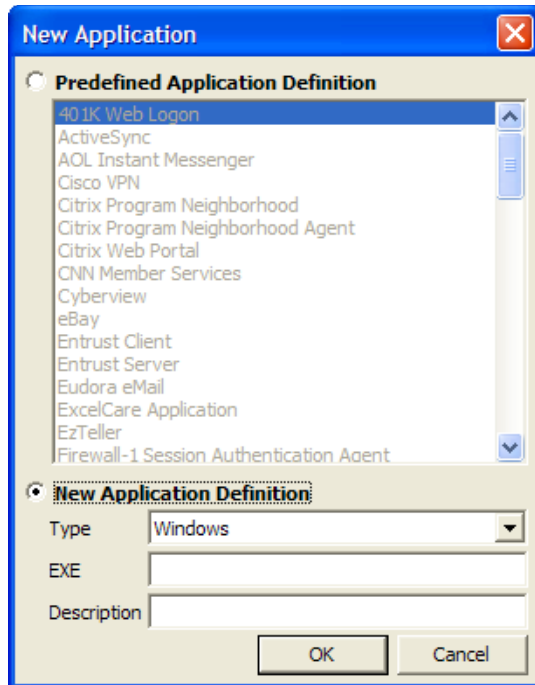
- 3 From the *Predefined Application Definition* list, select the appropriate application definition.
- 4 Click *OK*. Details of the selected application appear.
- 5 On the *Details* page, specify the username and password of the application.



- 6 (Optional) Click the *Settings* tab and define your preferences.
- 7 Click *Apply* to apply the new login details.
- 8 Click *OK* to save and exit.

3.3 Using a New Application Definition to Enable Applications for Single Sign-on

- 1 Double-click the Novell SecureLogin icon  in the notification area. This launches the Personal Management utility with the *Application* menu selected.
- 2 Click  **New**. Alternatively, select *File > New > Application*. The New Application dialog box appears.
- 3 Select *New Application Definition*.



4 From the *Type* drop-down list, select the type of application.

You can select:

- ◆ Windows
- ◆ Terminal Launcher
- ◆ Startup
- ◆ Java
- ◆ Generic
- ◆ Advanced Web
- ◆ Web wizard Script

5 Specify other details such as the name, the URL, executable, and description as required.

6 Click *OK*.

You have successfully added an application. You now need to specify the credentials for the application.

7 From the *Application* navigation tree on the left pane, select the application you created.

8 Specify the username and password of the application.

9 (Optional) Specify the application definition of this application.


10 (Optional) Change the default settings to suit your requirements.

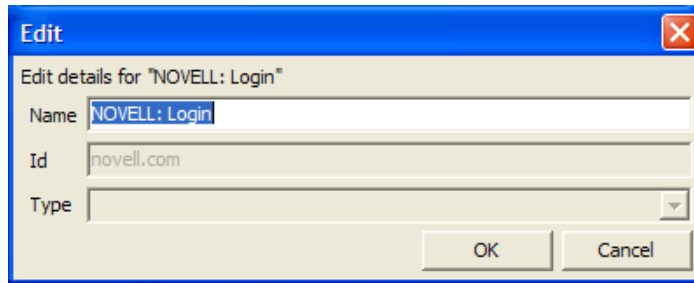
11 Click *Apply*. Your applications details are added to Novell SecureLogin.

12 Click *OK* to save and exit.

3.4 Modifying an Application

1 Double-click the Novell SecureLogin  icon in the notification area.

- 2 In the Application navigation area on the left panel, select the application you want to modify.
- 3 Click . The Edit dialog box appears.



- 4 Make the required changes. You can modify the name, ID, and type of the application.
- 5 Click *OK*. The changes are saved.

3.5 Deleting an Application

- 1 Double-click the Novell SecureLogin  icon in the notification area.
- 2 In the Application navigation on the left panel, right-click the application you want to delete.
- 3 Click *Delete*. The selected application is deleted.

3.6 Responding to Pop-Up Prompts

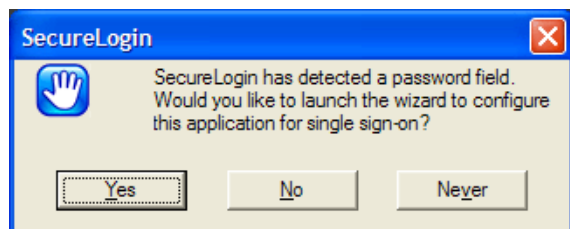
After Novell SecureLogin is installed on your desktop, Novell SecureLogin watches for applications that are not enabled for single sign-on. Upon detecting such an application, Novell SecureLogin prompts you to use a wizard to enable those applications for single sign-on and thereby simplify future logins.

- ♦ [Section 3.6.1, “Responding to Windows Application Prompts,” on page 28](#)
- ♦ [Section 3.6.2, “Responding to Web Application Prompts,” on page 29](#)
- ♦ [Section 3.6.3, “Responding to Prompts for Applications With Predefined Application Definition,” on page 29](#)

3.6.1 Responding to Windows Application Prompts

After detecting a Windows login dialog box, Novell SecureLogin displays the following dialog box. (If the application has a predefined application definition, the initial text varies.)

Figure 3-2 Application Detection Prompt



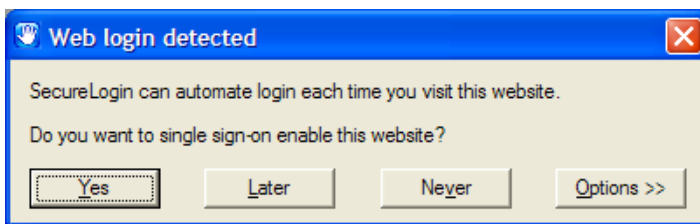
You can choose not to enable single sign-on for this application. If you select *Never*, Novell SecureLogin generates a blank script for this application and does not prompt you again. If you select *No*, Novell SecureLogin prompts you the next time you launch the same application.

If you click *Yes*, Novell SecureLogin launches the Add Applications wizard, which guides you through the setup and creates a script for the login panel. The next time you open the application, Novell SecureLogin authenticates it for you.

3.6.2 Responding to Web Application Prompts

When you navigate to a Web page that has a login field and then submit your login information, Novell SecureLogin prompts you whether to enable single sign-on for the site, for only the current page, or not at all.

Figure 3-3 Prompts for Web Applications.



If you click *Yes*, Novell SecureLogin extracts the login information from the Web page and stores it for future single sign-on authentication.

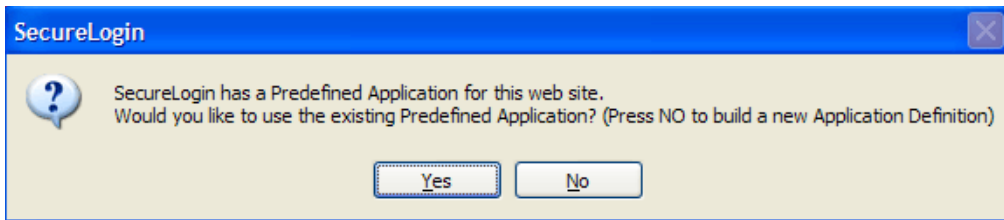
Option	Description
<i>Yes</i>	Creates an application definition, automatically reads the credentials entered into the browser, and stores the credentials against suitable variables. The next time the Web page is loaded, Novell SecureLogin enters your credentials.
<i>Later</i>	Does not create an application definition. The next time the Web page is loaded, Novell SecureLogin displays the prompt again.
<i>Never</i>	Creates a blank application definition with no variables. The next time the Web page is loaded, you are not automatically logged in or prompted to enable the Web page for single sign-on.
<i>Options</i>	Allows you to view or hide both the description of the detected application and the <i>Novell SecureLogin proceeds with login after entering your credentials</i> check box.

3.6.3 Responding to Prompts for Applications With Predefined Application Definition

When Novell SecureLogin detects a login dialog box for an application that has a predefined application definition, Novell SecureLogin prompts you with the option to implement that application definition.

The following figure illustrates a prompt for a Web site:

Figure 3-4 *Web Site Prompt*



To enable the application definition, click *Yes*, then enter the required credentials. Novell SecureLogin logs you into the application whenever the application is launched.

To ignore the prompt, click *No*. The next time Novell SecureLogin detects the application's login dialog box, Novell SecureLogin displays this prompt again, unless you create a new application definition for the application.

Working With My Login

4

My Login is a collection of sensitive information, such as your username and password. You can define a login so that two different applications can share the same login data.

Through the My Login page, you can view and edit Novell SecureLogin user data, such as usernames and passwords, that allow you to successfully log in to an application.

To use Novell[®] SecureLogin to automatically log you in to an application, you create a Login (set of credentials) and link it to that application.

If you add an application that has a predefined application, you need to link the login to it. You can provide login variables the next time that you access the application. However, you do not need to add or create login for applications that you enabled for single sign-on in the following ways:

- ♦ If you encountered a new application through a pop-up prompt and then used the Add Applications wizard to enable the application.
- ♦ If you ran the Add Applications wizard and selected a Web Page or Windows Application option as the script type.

In these two cases, the Add Application wizard of Novell SecureLogin created the login while you were adding the application to the single sign-on functionality.

You can use the same login to log you in to more than one application.

Also, if you have multiple roles, you can set up multiple logins for the same application. For example, you might be a network administrator as well as a user. When you log in to the network as administrator and then launch an application, Novell SecureLogin prompts you to select a profile. After you select the administrator profile, Novell SecureLogin then automatically logs you in with the appropriate credentials.


4.1 Creating a Login

- ♦ [Section 4.1.1, “Creating the Login,” on page 31](#)
- ♦ [Section 4.1.2, “Specifying the Credentials,” on page 32](#)
- ♦ [Section 4.1.3, “Linking a Login to an Application,” on page 32](#)

4.1.1 Creating the Login

1 Right-click the Novell SecureLogin  icon in the notification area, then click *Manage Logins*.

or,

Double-click the Novell SecureLogin  icon in the notification area.

This launches the Personal Management utility.

2 Click *My Logins > New*.

3 Specify a name or ID in the Create Login dialog box, then click *OK*.

You have now successfully created a new login. Repeat [Step 1 on page 31](#) through [Step 3 on page 31](#) to create other logins.

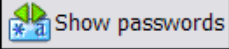
However, you need to specify the username and password to this login.

Repeat Step 1 through 4 to create other logins.

- 4 Continue with [Section 4.1.2, “Specifying the Credentials,” on page 32](#) to specify the username and password for this login.


4.1.2 Specifying the Credentials

In the previous task, you created a login. Use the following steps to specify the credentials for your login,

- 1 In the *My Login* list in the left panel, select the login you created. The login page is displayed.
- 2 Select *Username*, then specify the username in the adjacent text field.
- 3 Select *Password*, then specify the password in the adjacent text field. The password is displayed as a series of asterisks.
Select  **Show passwords**, it displays the actual password, instead of a series of asterisks.
- 4 Click *Apply*, then click *OK*. Your login credentials are saved.
Repeat [Step 1 on page 32](#) through [Step 4 on page 32](#) to specify the credentials to other logins.

4.1.3 Linking a Login to an Application

To add a newly created login to an application:

- 1 From *My Logins*, select the login that you want to link to an application.
- 2 Click  **Link**. The Applications List window opens.
- 3 Select the applications you want to link to this login. Click *OK*.
- 4 Click *Apply*, then click *OK*. The login information is saved.


4.2 Adding Multiple Logins

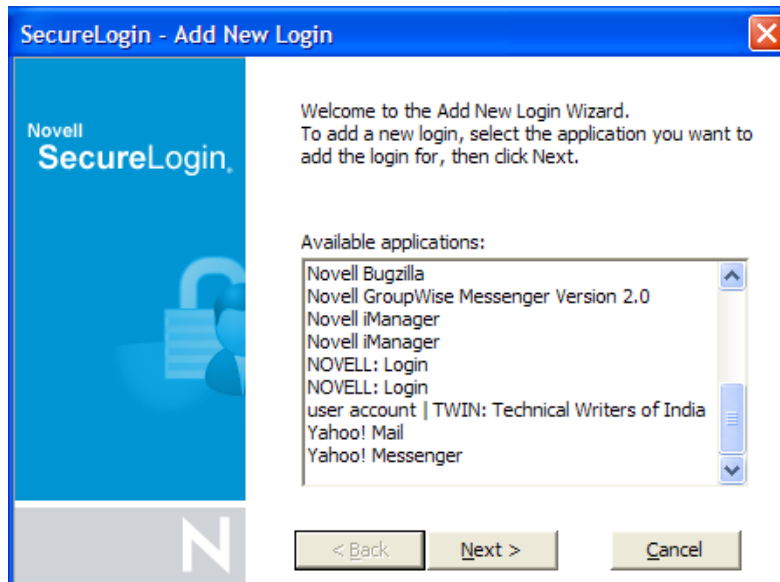
- ♦ [Section 4.2.1, “Prerequisites,” on page 32](#)
- ♦ [Section 4.2.2, “Creating Another Login,” on page 33](#)
- ♦ [Section 4.2.3, “Viewing The Additional Login,” on page 34](#)
- ♦ [Section 4.2.4, “Testing The Multiple Logins,” on page 34](#)

4.2.1 Prerequisites

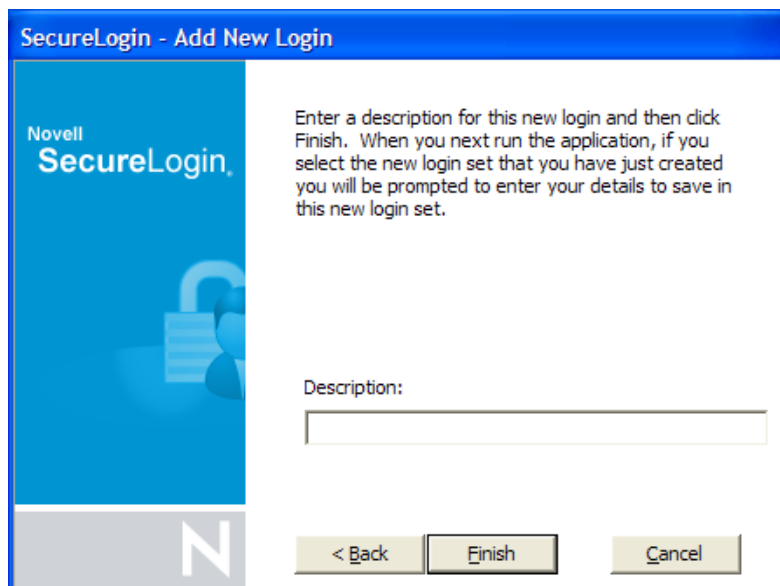
- ♦ Before you commence adding another login to an existing login, the first account must be enabled for single sign-on.
- ♦ Before you add multiple logins to the first account, we recommend that you make a list of the usernames, passwords, and a unique name to identify the login.

4.2.2 Creating Another Login

- 1 Right-click the Novell SecureLogin  icon in the notification area, then select *New Login*. The SecureLogin - Add New Login wizard welcome dialog box is displayed.




- 2 Select the required application.
- 3 Click *Next*. A page displays where you can provide a description for the login.



- 4 In the *Description* field, specify a descriptive name for the login (for example, NSL Administrator).
- 5 Click *Finish*. A page appears where you can enter your credentials.
- 6 In the *Username* field, specify the username.
- 7 In the *Password* field, specify the password.

- 8 Specify any additional variables as required.
- 9 Click *OK* to save your information and exit the Personal Management utility.
- 10 Repeat [Step 1 on page 32](#) through [Step 9 on page 34](#) to add any additional logins. When you have created all logins, you can view and manage them in the Personal Management utility.

4.2.3 Viewing The Additional Login

- 1 Right-click the Novell SecureLogin  icon in the notification area, then select *New Login*. The SecureLogin - Add New Login wizard welcome dialog box is displayed.
- 2 In the navigation tree, select *My Logins*. The My Login page is displayed.
- 3 Verify that the additional login is added to the My Logins pane.
- 4 Click *OK* to close the Personal Management utility.

4.2.4 Testing The Multiple Logins

- 1 Launch the application for which you added multiple logins.
- 2 Select the functionality you want to access. The login selection dialog box is displayed.
- 3 Select the appropriate login credential set.
- 4 Click *OK*. Novell SecureLogin enters the credentials and you are automatically logged in to the application.

Working With Preferences

5

The Preferences allow you to customize Novell® SecureLogin. Use this option to customize Novell SecureLogin to function in the way you want it.

The Administrator can also set the Novell SecureLogin user preferences in the Administrative Management utility. Each preferences has a default value until an alternative value is specified.

NOTE: The preferences value set by you at the user object level overrides all higher level object values.

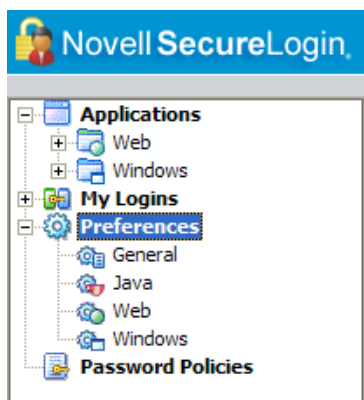
The list of preferences is a subset of the preferences that the administrator controls through the Administrative Management utility. If the Administrator has disabled a setting, you cannot use it or change it on your workstation.

- ♦ [Section 5.1, “Viewing and Changing The Preferences,” on page 35](#)
- ♦ [Section 5.2, “General Preference, Definitions, and Values,” on page 36](#)
- ♦ [Section 5.3, “Java Preference, Definitions, and Values,” on page 44](#)
- ♦ [Section 5.4, “Web Preferences, Definitions, and Values,” on page 44](#)
- ♦ [Section 5.5, “Windows Preferences, Definitions, and Values,” on page 45](#)

5.1 Viewing and Changing The Preferences

- 1 Click *Preference*. The preference properties table is displayed.
- 2 Select the setting you want to customize. You can change the preferences for the following settings:
 - ♦ [“General Preference, Definitions, and Values” on page 36](#)
 - ♦ [“Java Preference, Definitions, and Values” on page 44](#)
 - ♦ [“Web Preferences, Definitions, and Values” on page 44](#)
 - ♦ [“Windows Preferences, Definitions, and Values” on page 45](#)
- 3 From the drop-down list in the *Value* column, select the appropriate value.
- 4 Click *OK*.
- 5 Click *Yes* to save the settings and exit.

Figure 5-1 The User Preferences



5.2 General Preference, Definitions, and Values

Table 5-1 The General Preferences Properties Table

Preference	Value	Description
<i>Allow "Close" option via system tray</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i>, the <i>Close</i> option is displayed in the notification area icon.</p> <p>If this option is set to <i>No</i> or <i>Default</i>, the <i>Close</i> option is not displayed and accessible in the Novell SecureLogin notification area icon.</p> <p>The default value is <i>No</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Allow "Log Off" option via system tray</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i> the <i>Log Off User</i> option is displayed and accessible in the Novell SecureLogin notification area icon.</p> <p>If this option is set to <i>No</i> or <i>Default</i>, the <i>Log Off User</i> option is not displayed in the Novell SecureLogin notification icon.</p> <p>The default value is <i>No</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Allow "Refresh Cache" option via system tray</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i>, the <i>Refresh Cache</i> option is not displayed and accessible in the notification area icon.</p> <p>If this option is set to <i>No</i> or <i>Default</i>, the <i>Refresh Cache</i> option is displayed in the notification area icon.</p> <p>The default value is <i>No</i>.</p> <p>This preference is available only through the administrative management utilities.</p>

Preference	Value	Description
<i>Allow "Work Offline" option via system tray</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>No</i> or <i>Default</i>, the <i>Work Offline</i> option is displayed in the notification area icon.</p> <p>If this option is set to <i>Yes</i>, the <i>Work Offline</i> options is not displayed in the notification area icon.</p> <p>The default value is <i>No</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Allow application definition to be modified by users</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i> or <i>Default</i>, end user can view and modify their application definitions.</p> <p>If this option is set to <i>No</i>, the end user cannot change their application definitions.</p> <p>The default option is <i>Yes</i>.</p> <hr/> <p>NOTE: Disabling this preference does not disable the users from creating new applications through the wizards.</p> <hr/> <p>This preference is available only through the administrative management utilities.</p>
<i>Allow application definition to be viewed by users</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i> or <i>Default</i>, users can view the application definition.</p> <p>If this option is set to <i>No</i>, users cannot view the application definition.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Allow credentials to be deleted by users through the GUI</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i> or <i>Default</i>, users can delete their credentials through the GUI.</p> <p>If this option is set to <i>No</i>, users cannot delete their credentials.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Allow credentials to be modified by users through the GUI</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i> or <i>Default</i>, users can modify their credentials through the GUI.</p> <p>If this option is set to <i>No</i>, users cannot modify their credentials through the GUI.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available only through the administrative management utilities.</p>

Preference	Value	Description
<i>Allow users to (de)activate SSO via system tray</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i> or <i>Default</i>, users can switch between active and inactive modes of Novell SecureLogin.</p> <p>If this option is set to <i>No</i>, Novell SecureLogin is always active. User do not have the option to switch.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Allow users to backup/restore</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i> or <i>Default</i>, users can back up and restore their single sign-on information.</p> <p>If this option is set to <i>No</i>, users cannot back up and restore their single sign-on configuration.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Allow users to change passphrase</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i> or <i>Default</i>, users can change their passphrase through the notification area icon.</p> <p>If this option is set to <i>No</i>, the <i>Change Passphrase</i> option is not displayed and users cannot change their passphrase through the notification area icon.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Allow users to modify names of Applications and Logins</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Default</i>, Novell SecureLogin behaves as if it is set to <i>Yes</i>.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Allow users to view and change Preferences</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i> or <i>Default</i>, users can view and change their preferences.</p> <p>If this option is set to <i>No</i>, users cannot view and change their preferences.</p> <p>The default value is <i>Yes</i>.</p> <hr/> <p>NOTE: We recommend that you create a separate ou to ensure that they are not adversely affected by the general user configuration preferences at the ou level.</p> <hr/> <p>This preference is available only through the administrative management utilities.</p>

Preference	Value	Description
<i>Allow users to view and modify API preferences</i>	<i>Yes/No/Default</i>	<p>The API preference defines the following options for users to:</p> <ul style="list-style-type: none"> ◆ Enter an API licence key(s). ◆ Provide API access. <p>If this option is set to <i>Yes</i> or <i>Default</i> users can view and modify the API preference.</p> <p>If this option is set to <i>No</i>, users cannot view and modify the API preference.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Allow users to view passwords</i>	<i>Yes/Yes, per applications/No/Default</i>	<p>if this option is set to <i>Yes</i> or <i>Default</i>, users can view their passwords.</p> <p>If this option is set to <i>No</i>, users cannot view their passwords.</p> <p>If this option is set to <i>Yes, per application</i>, users can view their passwords for only specific applications.</p> <p>The default value is <i>Yes</i>.</p> <hr/> <p>NOTE: Allowing users to view their passwords gives them an opportunity to view and record passwords if they need to reset the Novell SecureLogin configuration.</p> <hr/> <p>This preference is available only through the administrative management utilities.</p>
<i>Change the cache refresh interval (in minutes)</i>	<i>5</i>	<p>This preference defines the time in minutes of the synchronization of the user data and directory on the local workstation.</p> <p>The default value is set to 5 minutes.</p> <p>However, depending on the network traffic and the number of users the interval can be set between 240 minutes and 480 minutes (four and eight hours).</p> <p>This preference is available in both the Personal Management utility and the administrative management utilities.</p>
<i>Container has priority over User</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i>, the container settings has priority over user settings.</p> <p>If this option is set to <i>No</i> or <i>Default</i>, the container settings does not have priority over the user settings.</p> <p>The default value is <i>No</i>.</p> <p>This preference is available only through the administrative management utilities.</p>

Preference	Value	Description
<i>Detect incorrect passwords</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i> or <i>Default</i>, incorrect passwords for Web applications are detected.</p> <p>If this option is set to <i>No</i>, incorrect passwords for Web applications are not detected.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available in both the Personal Management utility and the administrative management utilities.</p>
<i>Disable single sign-on</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i>, access to Novell SecureLogin is disabled.</p> <p>If this option is set to <i>No</i> or <i>Default</i>, access to Novell SecureLogin is enabled.</p> <p>The default value is <i>No</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Display splash screen on startup</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i> or <i>Default</i>, the splash screen appears when Novell SecureLogin startup.</p> <p>If this option is set to <i>No</i>, the splash screen is hidden and users cannot see the splash screen when Novell SecureLogin startup.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Display the system tray icon</i>	<i>Yes/No/Default</i>	<p>If this option is set to <i>Yes</i> or <i>Default</i>, the Novell SecureLogin icon appears on the notification area.</p> <p>If this option is set to <i>No</i>, the Novell SecureLogin icon does not appear on the notification area.</p> <p>The default value is <i>Yes</i>.</p> <hr/> <p>NOTE: When the Novell SecureLogin is active, users can double-click the icon on the notification area to launch the Personal Management utility.</p> <p>When the Novell SecureLogin is inactive, user can start the Personal Management utility through <i>Start > Programs > Novell SecureLogin > Novell SecureLogin</i></p> <hr/> <p>This preference is available only through the administrative management utilities.</p>

Preference	Value	Description
<i>Enable cache file</i>	<i>Yes/No/Default</i>	<p>This options defines the enabling or disabling of the creation of a Novell SecureLogin cache file on the local workstation. The cache stores user configuration data: local and inherited.</p> <p>Set this option to <i>Yes</i> for mobile users.</p> <p>If this option is set to <i>No</i>, you cannot store files locally or you are have some conflicts with organizational security policy</p> <p>If this option is set to <i>Default</i>, Novell SecureLogin behaves as if it is set to <i>Yes</i>.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available in both the Personal Management utility and the administrative management utilities.</p>
<i>Enable Logging to Novell Audit</i>	<i>Yes/No/Default</i>	<p>This preference defines the enabling or disabling of log events to be automatically sent to Novell Audit.</p> <p>The following ou or user objects are logged by NSure:</p> <ul style="list-style-type: none"> ◆ Single sign-on client started ◆ Single sign-on client exited ◆ Single sign-on client activated by user ◆ Single sign-on client deactivated by user ◆ Password provided to an application by a script ◆ Password changed by the user in response to a change password command ◆ Password changed automatically in response to a change password command <hr/> <p>NOTE: The Novell Audit platform must be installed on the client with a registered application ID and schema file on the server.</p> <hr/> <p>If this option is set to <i>Yes</i> or <i>Default</i>, logging to Novell Audit is enabled.</p> <p>If this option is set to <i>No</i>, logging to Novell Audit is disabled.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available only through the administrative management utilities.</p>

Preference	Value	Description
<i>Enable the New Login Wizard on the system tray icon</i>	<i>Yes/No/Default</i>	<p>This preference defines the enabling or disabling the user's ability to create multiple logins for different accounts on the same application or server.</p> <p>If this option is set to <i>Yes</i> or <i>Default</i>, users can create multiple logins.</p> <p>If this option is set to <i>No</i>, users cannot create multiple logins.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Enforce passphrase use</i>	<i>Yes/No/Default</i>	<p>Enforces the user definition of a passphrase question and answer when Novell SecureLogin is launched.</p> <p>If this option is set to <i>Yes</i>, users must complete setting up their passphrase before they proceed with any other activity on the workstation.</p> <p>If this option is set to <i>No</i> or <i>Default</i>, users can postpone setting up the passphrase.</p> <p>The default value is <i>No</i>.</p> <p>This preference is available only through the administrative management utilities.</p>
<i>Enter API license key(s)</i>	Specify API licence key(s)	Specify the API license key(s) provided by Novell SecureLogin to activate the API functionality for an application.
<i>Password protect the system tray icon</i>	<i>Yes/No/Default</i>	<p>Restricts the users from accessing the Novell SecureLogin icon menu option (from the notification area) without their network login password.</p> <p>If this option is set to <i>Yes</i>, the Novell SecureLogin icon on the notification area is password protected.</p> <p>If this option is set to <i>No</i> or <i>Default</i>, the Novell SecureLogin icon on the notification area is not password protected.</p> <p>The default value is <i>No</i>.</p> <p>This preference is available in both the Personal Management utility and the administrative management utilities.</p>

Preference	Value	Description
<i>Provide API Access</i>	<i>Yes/No/Default</i>	<p>Enables or disables the API functionality.</p> <p>If this option is set to <i>Yes</i>, the API access is enabled.</p> <p>If this option is set to <i>No</i> or <i>Default</i>, the API access is disabled.</p> <p>The default value is <i>No</i>.</p> <p>This preference is available in both the Personal Management utility and the administrative management utilities.</p>
<i>Standalone distributed settings have priority over user's</i>	<i>Yes/No/Default</i>	<p>Allows or disallows the values of configuration settings made by user to take precedence over the configuration settings made after settings distribution.</p> <p>Use this preference in advanced standalone mode for overwriting locally applied scripts, settings, and credentials by centrally created credentials.</p> <p>Use this preference also for users who receive the encrypted and signed settings.</p> <p>If this option is set to <i>Yes</i>, the standalone distributed settings have priority over user's settings.</p> <p>If this option is set to <i>No</i> or <i>Default</i>, the standalone distributed settings do not have priority over user's settings.</p> <p>The default value is <i>No</i>.</p> <p>This preference is available only in SecureLogin Manager.</p>
<i>Stop walking here</i>	<i>Yes/No/Default</i>	<p>Enables or disables the inheritance of settings from higher level containers or organizational units.</p> <p>If this option is set to <i>Yes</i>, the inheritance of settings from higher level containers or organizational units is disabled.</p> <p>Set the option to <i>Yes</i> during phased upgrades when higher levels might have a different version of Novell SecureLogin implemented.</p> <p>If this option is set to <i>No</i> or <i>Default</i>, the inheritance of settings from higher level containers or organizational units is enabled.</p> <p>The default value is <i>No</i>.</p> <p>This preference is available only through the administrative management utilities.</p>

5.3 Java Preference, Definitions, and Values

Table 5-2 *The Java Preferences Properties Table*

Preference	Value	Description
<i>Add application prompts for Java applications</i>	<i>Yes/No/Default</i>	<p>If the preference is set to <i>Yes</i> or <i>Default</i>, as soon as Novell SecureLogin detects a Java application login page, it prompts the user to record it.</p> <p>If this option is set to <i>No</i>, this process never occurs, only Java predefined applications are prompted and supported</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available in both the Personal Management utility and the administrative management utilities.</p>
<i>Allow single sign-on to Java applications</i>	<i>Yes/No/Default</i>	<p>If the preference is set to <i>Yes</i> or <i>Default</i>, as soon as Novell SecureLogin detects a Java application login page, it prompts the user to enable it for single sign-on.</p> <p>If this option is set to <i>No</i>, Java applications are not enabled for single sign-on.</p> <p>The default value is <i>Yes</i>.</p> <p>This preference is available in both the Personal Management utility and the administrative management utilities.</p>

5.4 Web Preferences, Definitions, and Values

Table 5-3 *The Web Preferences Properties Table*

Preference	Value	Description
<i>Add application prompts for Internet Explorer</i>	<i>Yes/No/Default</i>	<p>The default value is <i>Yes</i>.</p> <p>This preference is available in both the Personal Management utility and the administrative management utilities.</p>
<i>Add application prompts for Mozilla Firefox</i>	<i>Yes/No/Default</i>	<p>The default value is <i>Yes</i>.</p> <p>This preference is available in both the Personal Management utility and the administrative management utilities.</p>
<i>Allow single sign-on to Internet Explorer</i>	<i>Yes/No/Default</i>	<p>The default value is <i>Yes</i>.</p> <p>This preference is available in both the Personal Management utility and the administrative management utilities.</p>

Preference	Value	Description
<i>Allow single sign-on Mozilla Firefox</i>	<i>Yes/No/Default</i>	The default value is Yes. This preference is available in both the Personal Management utility and the administrative management utilities.
<i>Allow single sign-on to Netscape</i>	<i>Yes/No/Default</i>	The default value is Yes. This preference is available in both the Personal Management utility and the administrative management utilities.

5.5 Windows Preferences, Definitions, and Values

Table 5-4 *The Windows Preferences Properties Table*

Preference	Value	Description
<i>Add application prompts for Windows applications</i>	<i>Yes/No/Default</i>	The default value is Yes. This preference is available in both the Personal Management utility and the administrative management utilities.
<i>Allow single sign-on to Windows applications</i>	<i>Yes/No/Default</i>	The default value is Yes. This preference is available in both the Personal Management utility and the administrative management utilities.

Working With Password Policies



6

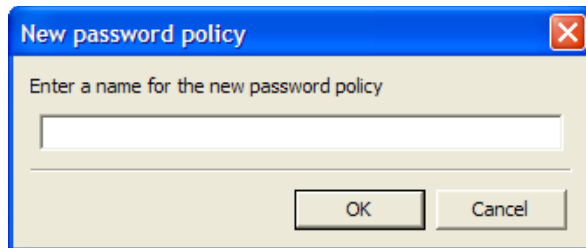
Novell® SecureLogin provides the password policy functionality to enable you to effectively and efficiently manage your password.

Organizations and applications often have rules about the content of passwords, such as the required number of characters and type of characters. The *Password Policies* option in Novell SecureLogin Personal Management utility provides functionality to create and enforce these password rules through a Password policy, and apply this policy to one or more application logins.

- ♦ [Section 6.1, “Creating a Password Policy,” on page 47](#)
- ♦ [Section 6.2, “Editing a Password Policy,” on page 51](#)
- ♦ [Section 6.3, “Deleting a Password Policy,” on page 52](#)

6.1 Creating a Password Policy

- 1 Double-click the Novell SecureLogin  icon in the notification area.
- 2 Click *Password Policies*, then click . The New Password Policy dialog box is displayed.



- 3 Specify a name for your password policy, then click *OK*.
You have now successfully created a new password policy, but you need to set your preferences for the password policy. These preferences are unique to you and are enforced on your workstation.
- 4 In the *Password Policies* navigation area, select the password policy you want to edit.
- 5 You can view and change the following settings:

Policy	Value To Be provided	Description
<i>Minimum length</i>	Whole number	Defines the minimum length of the password; that is, the number of characters required for the password.
<i>Maximum length</i>	Whole number	Defines the maximum length of the password; that is, the maximum number of characters allowed in password.
<i>Minimum punctuation characters</i>	Punctuation characters	Defines the minimum number of punctuation characters allowed in a password.
<i>Maximum punctuation characters</i>	Punctuation characters	Defines the maximum number of punctuation characters allowed in a password.
<i>Minimum uppercase characters</i>	Whole number	Defines the minimum number of uppercase characters allowed in a password.
<i>Maximum uppercase characters</i>	Whole number	Defines the maximum number of uppercase characters allowed in a password.
<i>Minimum lowercase characters</i>	Whole number	Defines the minimum number of lowercase characters allowed in a password.
<i>Maximum lowercase characters</i>	Whole number	Defines the maximum number of lowercase characters allowed in a password.
<i>Minimum numeric characters</i>	Whole number	Defines the minimum number of numeric characters allowed in a password.
<i>Maximum numeric characters</i>	Whole number	Defines the maximum number of numeric characters allowed in a password.
<i>Disallow repeat characters</i>	<i>No/Yes/Yes, case insensitive</i>	<p>Disallows the use of repeated characters, or the use of the same successive characters.</p> <p>If this option is set to <i>No</i>, characters can be repeated. This is the default value.</p> <p>If this option is set to <i>Yes</i>, same alphabetic characters in a different case are considered as different characters. For example, A and a are different.</p> <p>If this option is set to <i>Yes, case insensitive</i>, the successive use of the same alphabetic characters in a different case is not allowed.</p>

Policy	Value To Be provided	Description
<i>Disallow duplicate characters</i>	<i>No/Yes/Yes, case insensitive</i>	<p>Disallows the use of the same non-successive characters.</p> <p>If this option is set to <i>No</i>, duplicate characters are allowed. This is the default value.</p> <p>If this option is set to <i>Yes</i>, the same alphabetic characters in a different case are considered as different characters. For example, A (uppercase) and a (lowercase) are different.</p> <p>If this option is set to <i>Yes, case insensitive</i>, duplication of the same alphabetic characters in a different case is not allowed.</p>
<i>Disallow sequential characters</i>	<i>No/Yes/Yes, case insensitive</i>	<p>Disallows the use of successive characters in an alphabetical order.</p> <p>If this option is set to <i>No</i>, sequential characters are allowed. This is the default value.</p> <p>If this option is set to <i>Yes</i>, sequential characters in a different case are considered as non-sequential. For example, a and b and non-sequential.</p> <p>If this option is set to <i>Yes, case insensitive</i>, sequential characters in different cases is disallowed.</p>
<i>Begin with an uppercase character</i>	<i>No/Yes</i>	<p>Enforces the use of an uppercase alphabetic character as the beginning character of a password.</p> <p>The default value is <i>No</i>.</p> <p>If this option is set to <i>Yes</i>, all other policies that indicate that a password must begin with a particular character or in a specific manner are disabled.</p> <hr/> <p>IMPORTANT: Only one type of character can be designated as the first value of a password.</p> <hr/>
<i>End with an uppercase character</i>	<i>No/Yes</i>	<p>Enforces the use of an uppercase letter at the end of a password.</p> <p>The default value is <i>No</i>.</p> <p>If this option is set to <i>Yes</i>, all other policies that indicate that a password must end with a particular character or in a specific manner are disabled.</p>


Policy	Value To Be provided	Description
<i>Prohibited characters</i>	Keyboard characters	<p>Defines a list of characters that cannot be used in a password.</p> <hr/> <p>NOTE: There is no need of a separator in the list of prohibited characters. For example, @#\$%&*</p> <hr/>
<i>Begin with any Alpha character</i>	No/Yes	<p>Enforces the use of an alphabetic character at the beginning of a password.</p> <p>The default value is <i>No</i>.</p> <p>If this option is set to <i>Yes</i>, it automatically disables all other policies that specify what the first character of the password should be.</p>
<i>Begin with any number</i>	No/Yes	<p>Enforces the use of a numeric character as the first character of the password.</p> <p>The default value is <i>No</i>.</p> <p>If this option is set to <i>Yes</i>, it automatically disables all other policies that specify what the first character of the password should be.</p>
<i>Begin with any symbol</i>	No/Yes	<p>Enforces the use of a symbol character as the first character of the password.</p> <p>The default value is <i>No</i>.</p> <p>If this option is set to <i>Yes</i>, it automatically disables all other policies that specify what the first character of the password should be.</p>
<i>End with any Alpha character</i>	No/Yes	<p>Enforces the use of an alphabetic character as the last character of the password.</p> <p>The default value is <i>No</i>.</p> <p>If this option is set to <i>Yes</i>, it automatically disables all other policies that specify what the password should end with.</p>
<i>End with any number</i>	No/Yes	<p>Enforces the use of a numeric character as the last character of the password.</p> <p>The default value is <i>No</i>.</p> <p>If this option is set to <i>Yes</i>, it automatically disables all other policies that specify what the password should end with.</p>

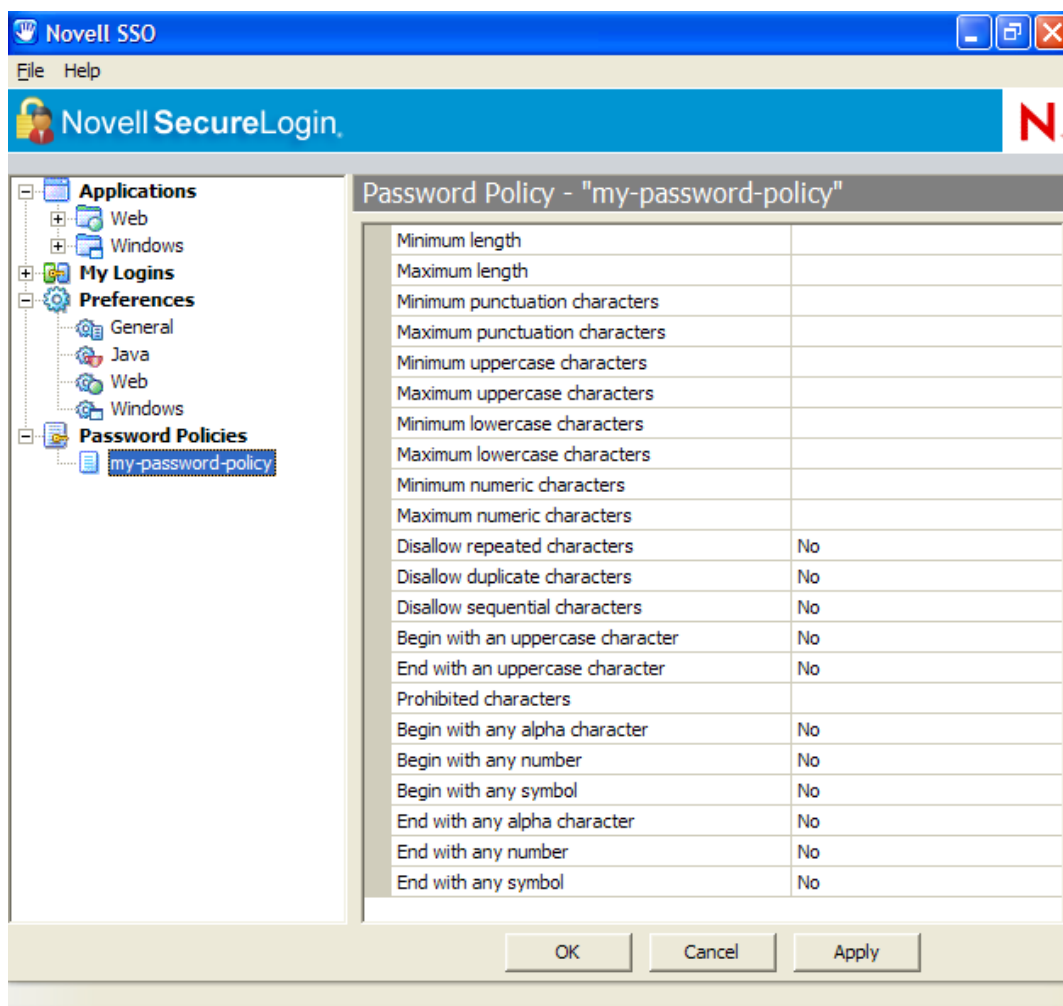
Policy	Value To Be provided	Description
<i>End with any symbol</i>	<i>No/Yes</i>	Enforces the use of a symbol character as the last character of the password. The default value is <i>No</i> . If this option is set to <i>Yes</i> , it automatically disables all other policies that specify what the password should end with.

6 Click *Apply*. The settings are saved.

6.2 Editing a Password Policy


To edit an existing password policy settings:

- 1 Double-click the Novell SecureLogin  icon in the notification area.
- 2 In the *Password Policies* navigation area, select the password policy you want to edit. The settings of the selected password policy are displayed.



- 3 Select the setting you want to change.
- 4 In the adjacent column, change the value of the settings as required. Refer to [Section 6.1, “Creating a Password Policy,”](#) on page 47 for the setting options and their descriptions.
- 5 Click *Apply*.

6.3 Deleting a Password Policy

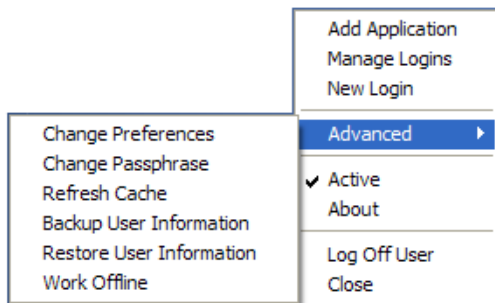
- 1 Double-click the Novell SecureLogin  icon in the notification area.
- 2 In the *Password Policies* navigation area, right-click the password policy you want to delete, then click *Delete*.

Using the Advanced Menu

7

Use the Advanced menu to change your preferences, passphrase question and answer, refresh the cache, back up and restore information, and work online or offline.

Figure 7-1 The Advanced Menu



- ◆ [Section 7.1, “Changing Preferences,” on page 53](#)
- ◆ [Section 7.2, “Creating a Passphrase,” on page 53](#)
- ◆ [Section 7.3, “Changing a Passphrase,” on page 54](#)
- ◆ [Section 7.4, “Refreshing the Cache,” on page 56](#)
- ◆ [Section 7.5, “Backing Up User Information,” on page 57](#)
- ◆ [Section 7.6, “Restoring User Information,” on page 58](#)
- ◆ [Section 7.7, “Working Online and Working Offline,” on page 60](#)

7.1 Changing Preferences

Through the *Advanced > Change Preferences* option, you can view and change the General, Java, Web, and Windows preferences.

The procedures and tasks that you perform are the same explained in the [Section 5.1, “Viewing and Changing The Preferences,” on page 35](#).

7.2 Creating a Passphrase

The first time log in to your workstation and launch Novell[®] SecureLogin, you are prompted to set up your passphrase question and answer.

- 1 The Passphrase Setup dialog box is displayed.



If your administrator has defined a set to question, you must select one of the questions and specify your answer.

- 2 In the *Enter a question* field, select or specify a passphrase question.
- 3 In the *Enter the answer* field, specify the new passphrase answer.
- 4 In the *Confirm the answer* field, retype the new passphrase answer.
- 5 Click *OK*. The changes are saved.

NOTE: If your administrator has changed the Security preference from *Hidden* to *Yes*, you are promoted to re-enter your passphrase question and answer.

Specify your passphrase again (after the initial set up) to continue with the login.

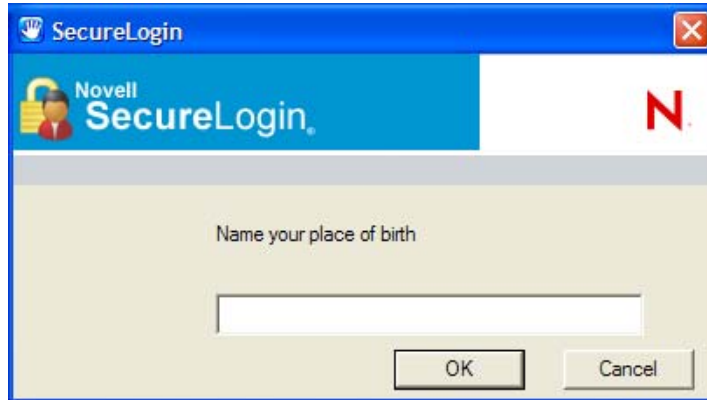
7.3 Changing a Passphrase

Passphrases protect your credentials from unauthorized use. For example, in an Active Directory environment, you can potentially log in to the network by resetting the user's network password. You can avoid such occurrences by using a passphrase.

However, this cannot happen if you are using a Novell SecureLogin passphrase. If someone other than the actual user tries to reset the network, Novell SecureLogin triggers the passphrase question. The user must provide the correct answer before successfully logging in.

Even an administrator cannot access the user's single sign-on-enabled applications without knowing the user's passphrase answer.

- 1 Right-click the Novell SecureLogin icon in the notification area, then select *Advanced > Change Passphrase*. The Passphrase dialog box is displayed.



- 2 Specify the existing passphrase response in the field.
- 3 Click *OK*. The Passphrase Setup dialog box is displayed.




- 4 In the *Enter a question field*, select or specify a passphrase question.
- 5 In the *Enter the answer field*, specify the new passphrase answer.

- 6 In the *Confirm the answer* field, retype the new passphrase answer.



The screenshot shows the 'Passphrase Setup' dialog box from Novell SecureLogin. The title bar reads 'Passphrase Setup' with a close button. The header features the Novell SecureLogin logo and a red 'N' icon. The main text explains that a passphrase question is used for single sign-on details when not connected to the network or if a password is reset. It lists two steps: 1. Select or enter a passphrase question, and 2. Enter and confirm a passphrase answer. Below this, it instructs the user to 'Enter an obscure answer so that no one is likely to guess it.' The form includes a dropdown menu for 'Enter a question:' with 'Who is your favorite poet?' selected, a text box for the answer (masked with asterisks), and a 'Confirm the answer:' text box (also masked). 'OK' and 'Cancel' buttons are at the bottom.

- 7 Click *OK*. The changes are saved.

NOTE: If you do not have access to the Novell SecureLogin  icon in the notification area, you cannot change your passphrase answer. Your administrator has disabled access to the Novell SecureLogin icon in the notification area.


7.4 Refreshing the Cache

The Novell SecureLogin cache is an encrypted local copy of Novell SecureLogin data. It allows users who are not connected to the network, for example, if they are working offline or using a laptop, to continue using Novell SecureLogin even if the directory is unavailable.

By default, a cache file is created on the workstation as part of the Novell SecureLogin installation. The cache file stores your data locally and is synchronized regularly with your data in the directory.

The directory and workstation caches are synchronized regularly, by default every five minutes.

To refresh the cache manually:

- 1 Right-click the Novell SecureLogin  icon in the notification area, then select *Advanced > Refresh Cache*.

The cache is refreshed and it is synchronized with the cache in the directory.

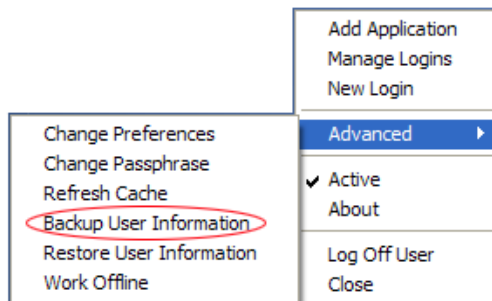
7.5 Backing Up User Information

Because SecureLogin data is stored in the directory, existing directory backups also back up Novell SecureLogin data. In addition, the local cache synchronizes with the directory for further redundancy of data.

Backing up or restoring by using the SecureLogin menu options is typically performed by users who have been disconnected from the network for long periods of time, such as weeks or months.

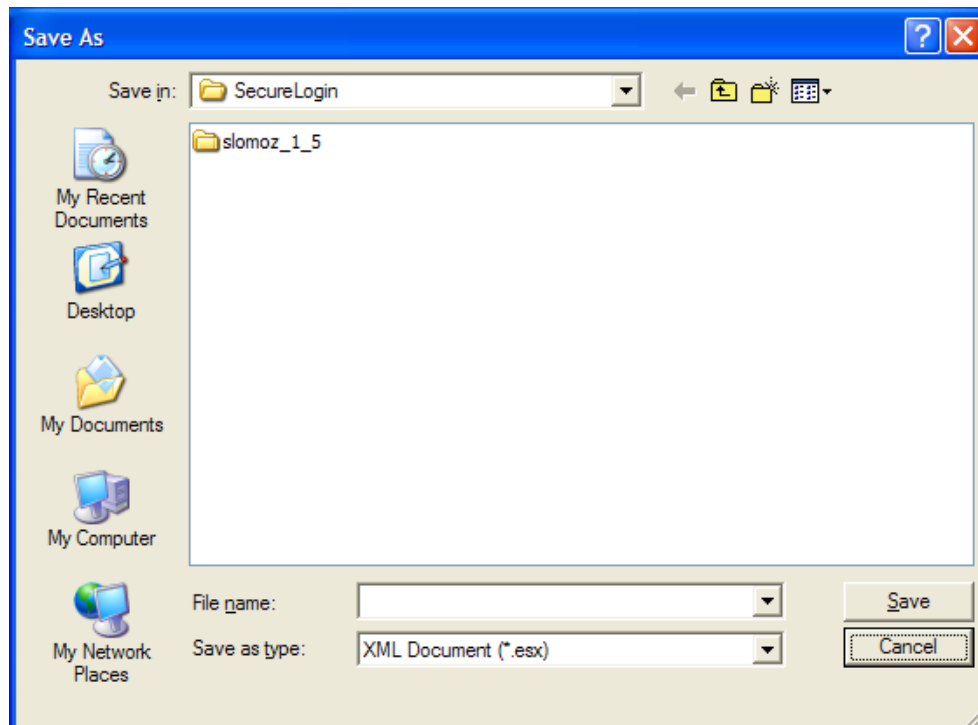
To create a backup file:

- 1 In the notification area, right-click the Novell SecureLogin icon, then select *Advanced* > *Backup User Information*. The Save Settings dialog box is displayed.



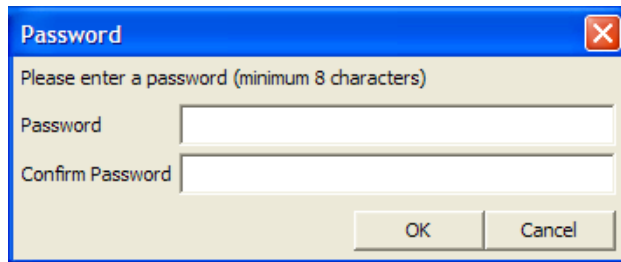
- 2 Select a folder where you want to store the backup file.

The file can be stored in any location.



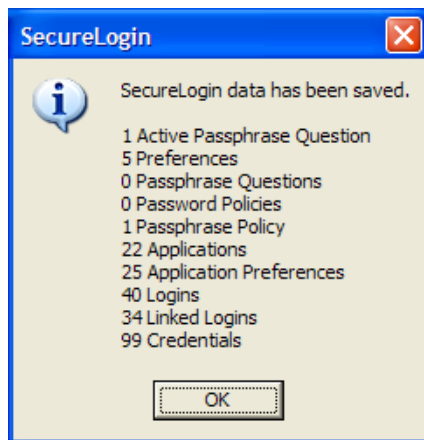
- 3 In the *File name* field, specify a name for the backup file.

- 4 Click *Save*. The Password dialog box is displayed.



- 5 In the *Password* field, specify a password.
- 6 Click *OK*.

The encrypted and password-protected backup file is saved, and a confirmation message appears.



- 7 Click *OK*.

7.6 Restoring User Information


IMPORTANT: Before restoring the backup file, you must delete the cache file on the workstation.

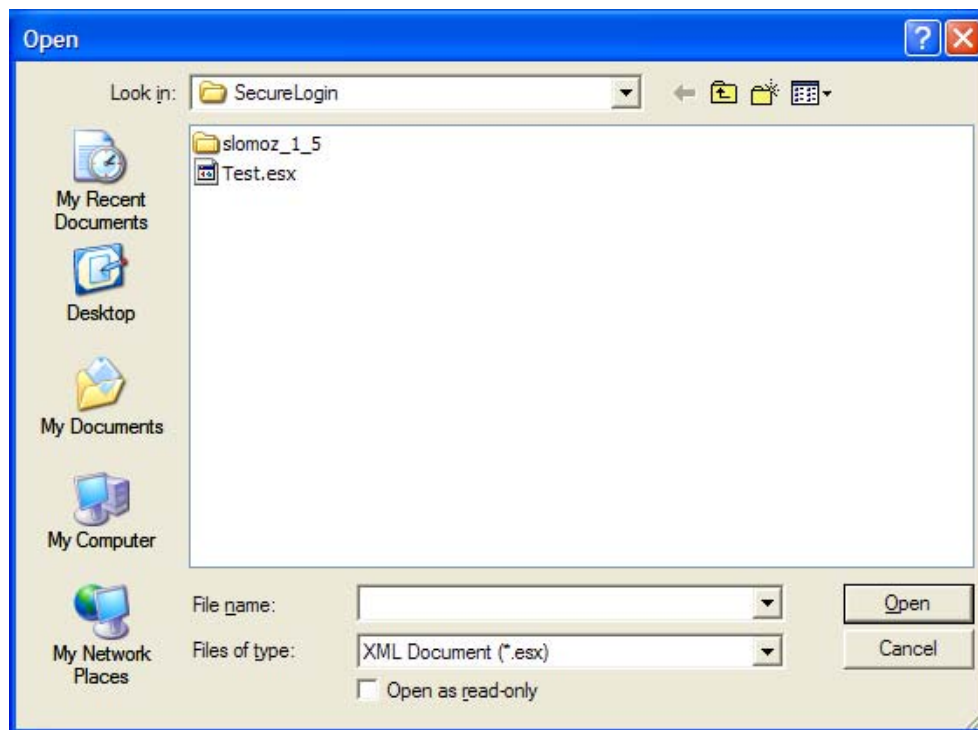
7.6.1 Deleting the Workstation Cache

- 1 Right-click the Windows *Start* button, then click *Explore*.
- 2 Browse to the following directory:
`C:\Documents and Settings\[user]\Application Data\SecureLogin\Cache`
Ensure that you have selected *Show hidden files and folders* in the Windows Folder Options dialog box.
- 3 Delete the cache directory.
- 4 Close Windows Explorer.

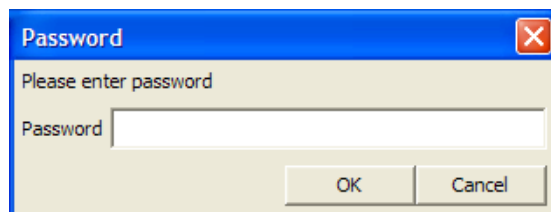
7.6.2 Restoring the Backup File

To restore the user information from the local cache backup file:

- 1 In the notification area, right-click the Novell SecureLogin  icon, then select *Advanced > Restore User Information*. The Load Settings dialog box is displayed.

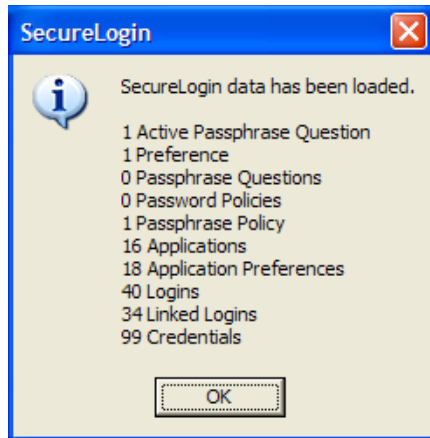


- 2 Select the backup file.
- 3 Click *Open*. The Password dialog box is displayed.



- 4 In the *Password* field, specify the password.
- 5 Click *OK*.

A message appears, confirming that cache data has been loaded to the local workstation cache.



6 Click *OK*.

7.7 Working Online and Working Offline

The *Work Offline* option stops the synchronization process with the directory, so Novell SecureLogin relies only on its local cache file or equivalent smart card.

If this option is set to *Yes* in the Administrative Management utility by the administrator, the *Work Offline* option is not displayed on the notification area icon.

Novell SecureLogin detects if it is online or offline and adapts its behavior accordingly.


If this option is set to either *No* or *Default*, the *Work Offline* option is displayed and accessible in on the notification area icon.

To work offline:

- 1 In the notification area, right-click the Novell SecureLogin  icon, then select *Advanced > Work Offline*.

The synchronization process with the directory stops.

To work online:

- 1 In the notification area, right-click the Novell SecureLogin  icon, then select *Advanced > Work Online*.

You are now working online and the synchronization with the directory is active.