

Security

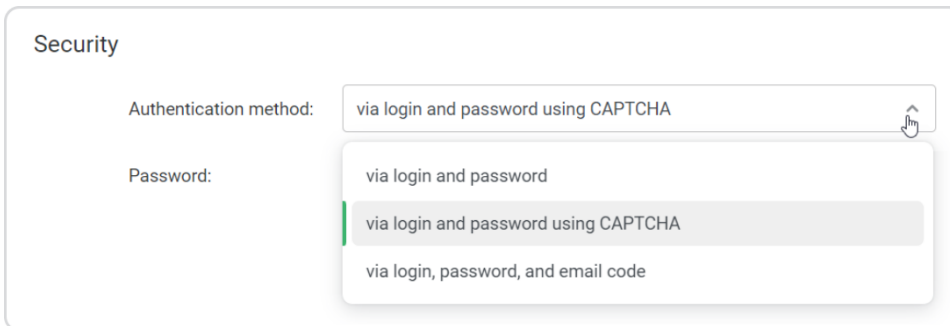
You can set up the following settings for your iSpring Learn account:

- [Authentication method](#)
- [Privacy Policy](#)

Authentication method

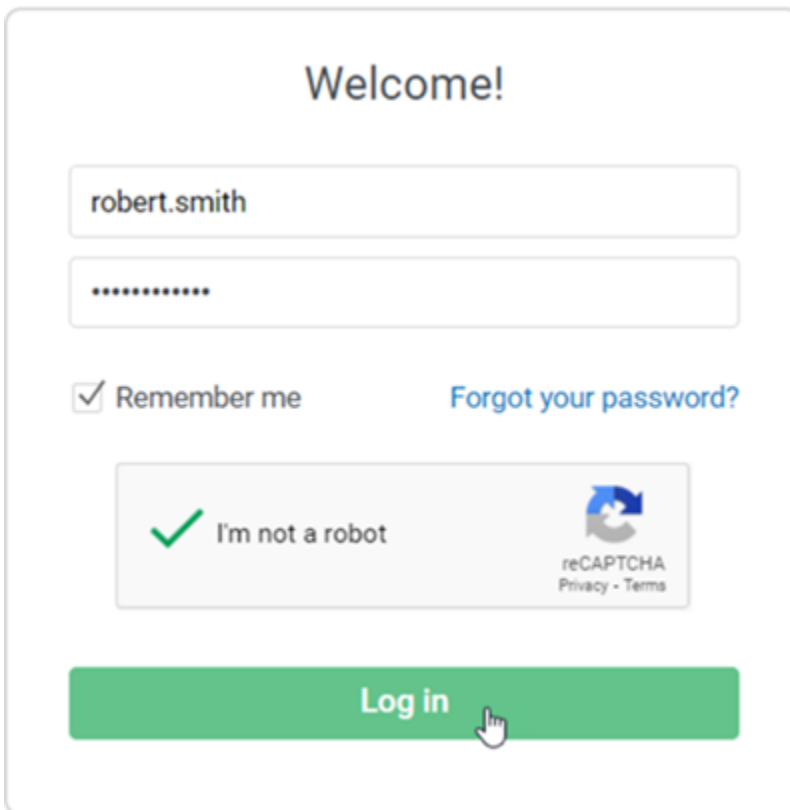
In the **Security** section select the way that users will sign in to their accounts.

- To protect the account from spammers and bots, select **via login and password using CAPTCHA** and click **Save**.



The screenshot shows the 'Security' settings page. Under 'Authentication method:', a dropdown menu is open, displaying three options: 'via login and password', 'via login and password using CAPTCHA' (which is highlighted with a green bar), and 'via login, password, and email code'. The 'Password:' field is visible below the dropdown.

This will help to determine if the user attempting to access the system is a human or a program. If CAPTCHA is enabled in your account, users will have to pass through the 'I'm not a robot' test every time they sign in. When you choose **via login and password**, users won't need to take this test.



The screenshot shows the login page with the heading 'Welcome!'. It features a username field containing 'robert.smith' and a password field with masked characters. Below the password field are checkboxes for 'Remember me' (checked) and a link for 'Forgot your password?'. A reCAPTCHA widget is present, showing a green checkmark and the text 'I'm not a robot', along with the reCAPTCHA logo and links for 'Privacy' and 'Terms'. At the bottom is a large green 'Log in' button with a hand cursor icon over it.

- Select the **via login, password, and email code** authentication method, to make it harder for attackers to gain access to a person's accounts even if they know the password and login.

Security

Authentication method:

via login, password, and email code ^

Password:

via login and password

via login and password using CAPTCHA

via login, password, and email code

Employees will receive a confirmation code by email and then enter it to log in.

Security verification

We sent a security code to your email. Please enter the code to log in.

8634

Verify

Resend in 45 secs



Important

Make sure all of your users' emails are in their profiles. Otherwise, they will not be able to receive the verification code and log in to the account.

Password

In the **Password** menu, select the type of password the employees will use: simple, strong, or custom.

Security

Authentication method: via login and password using CAPTCHA

Password: Strong

☐ **Enable Privacy Policy**
If the setting is enabled, a first time.

- Simple
- Strong**
- Custom



Important:

A simple password consists of 6 and more characters without any extra requirements.

A strong password:

- Should consist of Latin letters (a-z, A-Z)
- Should contain at least one capital letter (A-Z) and one number (0-9)
- Its length should be 6 characters and more.

A custom password

- Minimum password length is 6 to 20 characters

To create a custom password:

1. Select the **Custom** password in the **Password** menu.

Security

Authentication method: via login and password using CAPTCHA

Password: Custom

- Simple
- Strong
- Custom**

2. Additional settings will appear.
Choose what characteristics the password should meet.

Security

Authentication method: via login and password using CAPTCHA

Password: Custom

Minimum password length: 6 characters ⓘ


☒ Use numbers (0-9)

☒ Use uppercase letters (A-Z)

☐ Use lowercase letters (a-z)

☐ Use special characters (!, @, #, \$, %, ^, &, *...)

3. Finally, click **Save**.

Settings ⓘ ⓘ 

Main Branding Additional Options Integrations Billing

Use this page to change the name and URL of your account and other settings.

Save

Done! The password now meets your company's security standards.

Privacy Policy

According to the General Data Protection Regulation (GDPR), your users must give their consent to let you collect their personal data. For this purpose, ask them to accept your Privacy Policy when logging into their accounts.

To enable Privacy Policy in your iSpring Learn account:

1. Tick the **Enable Privacy Policy** option. Now, insert your Privacy Policy text in the editor and format it, if you wish.

ⓘ The text editor doesn't work in the Internet Explorer 11 browser. Use another browser, like Google Chrome or Safari.

☒ **Enable Privacy Policy**
If the setting is enabled, all users must accept the privacy policy when they log into their account for the first time.

↶ ↷ Body text ▾ **B** *I* U ☰ ☷ 🔗 ↶ ↷

iSpring Privacy Policy

Introduction

iSpring Solutions, Inc. and its affiliates (hereinafter referred to as "iSpring") respects your right to privacy and we understand that, when you visit our website and use our products and services or

2. Next, save changes.

Settings

Main	Branding	Additional Options	Integrations	Billing	
------	----------	--------------------	--------------	---------	--

Use this page to change the name and URL of your account and other settings.

Save

- That's it! Now your users will need to accept your Privacy Policy when signing in to their accounts for the first time after the policy has been enabled.

iSpring Privacy Policy

Introduction

iSpring Solutions, Inc. and its affiliates (hereinafter referred to as "iSpring") respects your right to privacy and we understand that, when you visit our website and use our products and services or otherwise interact with us (for example, by viewing our webinars), you prefer to control the way you share your personal information ("Personal Data") and preferences. iSpring offers a wide range of products, including desktop products, our web-based services, custom, and support services. We refer to all of these products, together with our other services and websites, as "Services" in this Privacy Policy.

The terms "we," "us" and "our" refer to iSpring. The terms "user," "you," and "your" refer to site visitors, customers and any other users of the site.

iSpring provides this Privacy Policy ("Policy") to inform you of our practices with respect to the collection and use of your Personal Data.

iSpring complies with the Regulation 2016/679/EU of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data ("GDPR"). iSpring acts as both a data controller and a data processor under GDPR.

iSpring has implemented the following requirements under the GDPR, including but not limited to:


- A record of our Personal Data processing activities;
- Adequate organizational and technical protection measures;
- Request forms and internal instructions for Privacy by Design & Default, Data Portability, and Data Subject Rights like the Right to be Forgotten


Cancel

Accept

All following logins won't require agreeing to the Privacy Policy unless you change it. However, they can always reread the policy in their accounts.

In the user portal, click on the profile photo at the top right corner and click on the **Privacy Policy** link at the bottom of the sidebar.





Administrator

Diane Keaton

diane.keaton

0

points awarded

0

badges received

0

certificates received

My Profile

Administrator Portal

>

Achievements

>

Profile Settings

>

My Learning History




>

Log Out

>


Privacy Policy

In the admin portal, click the profile photo at the top right corner and click on the **Privacy Policy** link in the opened menu.






Diane Keaton
diane.keaton


[User Portal](#)
[My Profile](#)
[Tutorials](#)
[Privacy Policy](#)
[Logout](#)




Privacy Policy

One more thing that will appear in the admin portal is the Privacy Policy acceptance date in the users' cards.

[←](#) **User Information** 



Diane Keaton
Account Administrator

 Message

Personal Information

Group Memberships

Access Level

More ▾

General user information

Save

First Name:

Diane

Last Name:

Keaton

* Login:

diane.keaton

Email:

diane.keaton@ispringsolu

Phone:

+1 800 640 0868

Job Title:


Product Manager

[Change Password](#)
The user will receive a password change notification

User is Active: ☒
Last login was on Sep 19, 2020, 8:48 PM

Privacy Policy

Accepted on Sep 19, 2020, 8:48 PM

 **Delete User**
This user will be permanently deleted from the account

 **Note:**

1. If a user refuses to accept the Privacy Policy, they won't be able to log in to the account. The same is true if users had already logged in to their accounts and even taken courses.
2. If you [added a user in the admin portal](#), they will be counted as active in [your tariff plan](#), even if they didn't accept your Privacy Policy and couldn't log in to the account.
3. Check if all users accepted your Privacy Policy and find out when they did so. To do this, log in to the **Users** section, open the same name tab, and click the **Export/Import** menu. Next, select **Export Users**.

In the exported file, you will see the **Privacy policy acceptance date** column. It contains the date when a user accepted your Privacy Policy.

AutoSave On users-20200919-1800 Elena Chernova

File Home Insert Page Layout Formulas Data Review View Help Share Comments

Paste

Clipboard

Calibri 11

B *I* U A⁺ A⁻

Font

Alignment

General

%

Number

Conditional Formatting

Format as Table

Cell Styles

Styles

Insert

Delete

Format

Cells

Editing

Ideas

Sensitivity

O1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	First N	Last N	Login	Password	Email	Phone	Job Title	Country	Role	Dej	Active	Group	Last Login	Added	Privacy policy acceptance date
2	Dan	Green	dan.green		dan@ispring.com				Account	0	Yes		2020-09-11	2020-09-02	
3	Diane	Keaton	diane.keaton		diane.keaton@ispring.com			US	Account	0	Yes		2020-09-19	2020-08-03	2020-09-19
4															
5															
6															
7															
8															

Ready Count: 2

4. If you disable the Privacy Policy in your iSpring Learn account, data about its acceptance will be removed from users' profiles in the **Users** section of the admin portal.

If you decide to reenable the Privacy Policy, users will need to accept it again.


Disable Privacy Policy

If you disable the privacy policy, all records related to the acceptance of the conditions will be removed from user profiles.
Are you sure you want to save the changes?

Continue

Cancel

5. If you edit the Privacy Policy text, iSpring Learn will notify users. They will need to accept the updated privacy policy again. If users don't accept the new terms, they will not be able to log in to their account.



Please read the updated Privacy Policy.

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Cancel

Accept