


Ingram Micro Web Password Requirements:

- **Require at least 6 characters.**
- Must contain:
 - i. at least one upper case (A-Z)
 - ii. at least one lower case (a-z)
 - iii. at least one number (0-9)
 - iv. cannot contain 3 consecutive characters that is part of the user name.
- Will require to change every:
 - i. 180 days for non admin user without order entry.
 - ii. 360 days for admin users.
 - iii. Never for users with order entry.
 - iv. Must be different than the past 5 passwords
- Will show Password strength 

Website Administrators – You can reset passwords for your team under My Account > User Administration.

Go into the person's profile and hit "reset password" and "save" to exit out. They will instantly receive an email with their username and temporary password.

For any password problems please email nzwebmaster@ingrammicro.co.nz
Please include your account number and contact detail.