

# Access Central Password Options

Passwording an MS Access database can be taken to virtually any level from a simple password for the entire database to different passwords for virtually every object and function. MS Access includes extensive help screens together with Password Wizards to guide you through the process, so the following instructions are intended to get you started if you don't want to follow the MS Access instructions.

## 1. Password the entire database

To set a password, you must open the Access Central Database in the Exclusive mode. To do that, start up MS Access (the executable, not the MDB), and proceed to open the Access Central MDB. Select Exclusive from the dialog box. When the MDB opens, click on the Tools Menu Bar button, select Security, and set the password.

## 2. Set Up Multiple Passwords for Function Specific Access

**IMPORTANT:** Unless otherwise directed, the following procedures must be performed while NOT Running Microsoft Access97.

### 1. Creating a NEW WORKGROUP Information File:

- a. Using Windows Explorer, open the WINDOWS\SYSTEM folder and then double-click Wrkgadm.exe.
- b. In the Workgroup Administrator dialog box, click CREATE, and then type your name and organization.
- c. In the Workgroup Owner Information dialog box, type any combination of 4 to 20 numbers and letters, and then click OK.

Caution: Be sure to write down your exact name, organization, and workgroup ID, including whether letters are uppercase or lowercase (for all three entries), and keep them in a secure place.

If you have to re-create the workgroup information file, you must supply exactly the same name, organization, and workgroup ID.

If you forget or lose these entries, you can't recover them and might lose access to your databases.

- d. Type a NEW NAME for the NEW Workgroup Information File, and then click OK. (By default, the workgroup information file is saved in the folder where you installed Microsoft Access. To save in a different location, type a new path or click BROWSE to specify the new path.)

### 2. Joining the NEW WORKGROUP:

- a. Using Windows Explorer, open the WINDOWS\SYSTEM folder and then double-click Wrkgadm.exe.
- b. In the Workgroup Administrator dialog box, click JOIN.

- c. Type the path and name of the NEW WORKGROUP information file that you created in Step 1, and then click OK.
- d. The next time you start Microsoft Access, it uses the USER and GROUP ACCOUNTS and Passwords stored in the NEW WORKGROUP information file for the workgroup you joined.

Important: If you are setting up user-level security and need to make sure that your workgroup and its permissions can't be duplicated, you should make sure the WORKGROUP information file that defines the workgroup you are joining has been created with a unique Workgroup ID (WID) in step 1, above.

Note: You can also specify a workgroup information file when starting Microsoft Access by using the /wrkgrp command-line option. Refer to "Command-Line Options", described in Section 7, later.

### 3. Creating Security User Accounts:

To complete this procedure, you must be logged on as a member of the ADMINS GROUP.

- a. Start Microsoft Access using the WORKGROUP in which you want to use the account.
- b. On the TOOLS menu, point to SECURITY, and then click USER AND GROUP ACCOUNTS.
- c. On the USERS tab, click NEW.
- d. In the NEW USER/GROUP dialog box, type the name of the new account and a Personal ID (PID), and then click OK to create the new account. It is automatically added to the USERS GROUP.

USER names can be 1 to 20 characters long and can include alphabetic characters, accented characters, numbers, spaces, and symbols, with the following exceptions:

The characters “ / \ [ ] : | < > + = ; , ? \*  
Leading spaces  
Control characters (ASCII 00 through ASCII 31)

Caution: Be sure to write down the exact account name and PID, including whether letters are uppercase or lowercase, and keep them in a secure place. If you ever have to re-create an account that has been deleted or created in a different workgroup, you must supply the same

name and PID entries. If you forget or lose these entries, you can't recover them.

#### 4. Creating or Changing a Security Account Password:

- a. Start Microsoft Access using the WORKGROUP the USER ACCOUNT is stored in, and log on using the name of the account for which you want to create or change the Password.

You can find out which workgroup is current or change workgroups by using the Workgroup Administrator.

- b. On the TOOLS menu, point to SECURITY, and then click USER AND GROUP ACCOUNTS.
- c. On the CHANGE LOGON PASSWORD tab, leave the OLD PASSWORD box blank if a Password hasn't been defined previously for this account. Otherwise, type the current Password in the OLD PASSWORD box.
- d. Type the new Password in the NEW PASSWORD box.

A Password can be 1 to 14 characters long and can include any characters except ASCII character 0 (null). Passwords are Case-Sensitive.

- e. Retype the Password in the VERIFY box, and then click OK.

Caution: You can't recover your Password if you forget it, so be sure to store it in a safe place. If you forget your Password, a USER logged on with an Administrator Account (a member of the ADMINS GROUP in the Workgroup in which the Account and Password were created) must clear the Password before you can log on.

#### 5. Requiring USERS to log on:

Until you activate the LOGON procedure for a workgroup, Microsoft Access automatically logs on all USERS at startup using the predefined ADMIN USER ACCOUNT. You require USERS in a Workgroup to log on by adding a Password to the ADMIN USER ACCOUNT.

- a. Join the WORKGROUP (see section 2, above) whose LOGON procedure you want to activate.
- b. Start Microsoft Access.
- c. On the TOOLS menu, point to SECURITY, and then click USER AND GROUP ACCOUNTS.

- d. Click the **USERS** tab, and make sure that the predefined **ADMIN USER ACCOUNT** is highlighted in the **NAME** box.
- e. Click the **CHANGE LOGON PASSWORD** tab, click the **NEW PASSWORD** box, and type the new Password. Don't type anything in the **OLD PASSWORD** box.

To maintain the security of your Password, Microsoft Access displays asterisks (\*) as you type. Passwords are case-sensitive.

- f. Verify the Password by typing it again in the **VERIFY** box, and then click **OK**.

The **LOGON** dialog box is displayed the next time any member of the **WORKGROUP** that you joined in step 5.a starts Microsoft Access. If no **USER ACCOUNTS** are currently defined for that workgroup, the **ADMIN USER** is the only valid **ACCOUNT** at this point.

Note: When you **SECURE** a database, you create **USER ACCOUNTS** in a **WORKGROUP** and then assign **PERMISSIONS** for the **DATABASE** and **OBJECTS** to those **ACCOUNTS** and to any **GROUP ACCOUNTS** to which they belong. When **USERS** log on to Microsoft Access using their **ACCOUNTS**, they have only the **PERMISSIONS** associated with those **ACCOUNTS**. **USERS** log on to Microsoft Access by typing a **USER Name** and **PASSWORD** in the **LOGON** box.

#### 6. Securing the **ACCESS CENTRAL** Database using the User-Level Security Wizard:

- a. Join the secure **WORKGROUP** (established in Step 1 above, using step 2).
- b. Start Microsoft Access. On the **TOOLS** menu, point to **SECURITY**, and then click **USER AND GROUP ACCOUNTS**.
- c. In the **USER AND GROUP ACCOUNTS** dialog box, create a New **USER** to be the new Owner and Administrator of the Database, and then add that **USER** to the **ADMINS GROUP**.
- d. In the **NAME** box on the **USERS** tab, select the **ADMIN USER**, and then click the **CHANGE LOGON PASSWORD** tab and assign a Password to the **ADMIN USER**. This causes the **LOGON** dialog box to appear the next time you start Microsoft Access.
- e. Click the **USERS** tab, and then **REMOVE** the **ADMIN USER** from the **ADMINS GROUP**.
- f. Exit Microsoft Access and restart it, logging on as the Administrator **USER** that you created in step 6.c above.

- g. Open the ACCESS CENTRAL[.mdb] Database.
- h. On the TOOLS menu, point to SECURITY, and then click USER-LEVEL SECURITY WIZARD.
- i. Select the check boxes for the OBJECT Types you want to secure, and then click OK.

The User-Level Security Wizard creates a new Database, exports copies of all of the Objects from the original Database, secures the Object Types you selected by revoking all permissions of the USERS GROUP for those Objects in the New Database, and then encrypts the New Database. The Original Database is not changed in any way. Table relationships and any Linked Tables are also re-created in the new Database.

If you chose to Secure ALL Object Types in the Database, the User-Level Security Wizard removes the USERS GROUP's Open/Run permission of the for the Database itself. This means that only members of the ADMINS GROUP of the WORKGROUP Information File in use in step 6.a can Open the New Secured Database. All other Users of Microsoft Access and Visual Basic can't Open the Database or Access the Secured Objects within it.

If you chose to secure only SOME Object Types in the Database, the User-Level Security Wizard doesn't remove the USERS GROUP's Open/Run permission for the Database itself. In this case. All Users of Microsoft Access and Visual Basic can Open the New Secured Database and access Unsecured Objects, but they can't access the Secured Objects within it.

- j. Create your own USERS and GROUPS. Assign appropriate permissions to the GROUP Accounts, and then add Individual Users to the appropriate GROUPS. Typical permissions may include Read Data and Update Data permissions for Tables and Queries, and Open/Run permission for Forms and Reports.

The new Database created in step 6.j is now secure. The USER that you logged on as, in step 6.f, is now the OWNER of ALL OBJECTS as well as the DATABASE itself. The only people who can use the Objects in your application are those you gave permission to in step 6.j, and Members of the ADMINS GROUP of the Workgroup Information File you created or specified in step 6.a.

## 7. Starting Microsoft Access with Command-Line Options, using a Shortcut:

At the END of the SHORTCUT TARGET Line, simply add any of the following Command-Line Options (preceded by a space).

OPTION	EFFECT
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`/ro` Opens the specified Database for READ-ONLY Access.

`/user USER-NAME` Starts Access using the specified USER-NAME.

`/pwd PASSWORD` Starts Access using the specified PASSWORD.

`/nostartup` Starts Access without displaying the startup dialog box (the second dialog box you see when you start Microsoft Access).

`/wrkgrp WORKGROUP INFORMATION FILE` Starts Access using the specified WORKGROUP INFORMATION FILE (WIF).

Note: To specify a forward slash (/) or semicolon (;) on the Command Line, type the character twice. For example, to specify the Password ;FDT/mD on the Command Line, type ;;FDT//mD following the /pwd Command-Line option.