


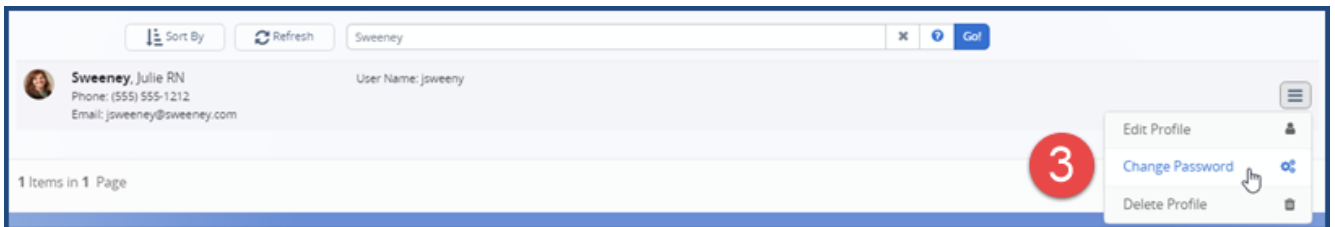
How To Reset a Care Team Member's Password

As a *User Administrator*, to reset a Care Team member's password:

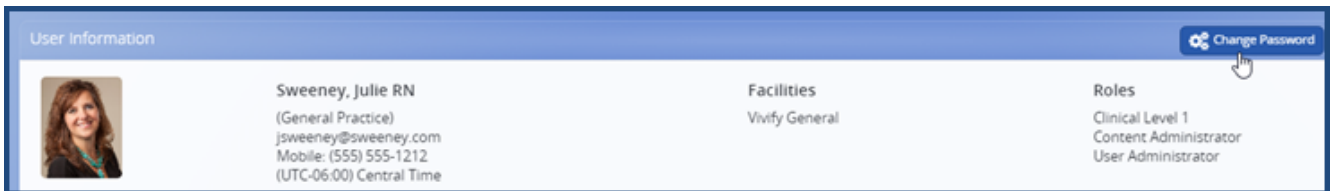
1. In the navigation panel, click **Care Team**.
2. In the **Search** box, type the Care Team member's name and click **Go** (or scroll down to find their name).




3. In the  menu, click **Change Password**.



Alternatively, in the *User Information* panel, you can click **Change Password**.



4. Type and confirm the new password in the dialog box, and then click **OK**.

 **Note:** You can click **Expire Now** to change it to *True*, as needed.

Sweeney, Julie RN

New Password

Confirm Password 4

Expire Now false

Cancel OK

5. Instruct the Care Team member to log in and enter the generic password you've provided. The system will then prompt them to add a new password.