

## Reset a users password

Last Modified on 20/10/2023 3:35 pm AEDT

Reset the Zedmed password for a user who has forgotten their password. This task is performed by the Practice Manager or a Zedmed user with administrator access.

To change a user's access, see the Accounts and Security guide.

To reset a user's password:

- 1. Go to Zedmed's Utilities tab.
- 2. Select Security.

The Zedmed Security Roles and User screen will open.

- 3. Select the staff member.
- 4. Right-click them and select **Set Password**.

The Change Password screen will open.

- 5. Enter and confirm the new password.
- 6. Provide the user with their new password, and ask them to change it once they have logged in.

Include a link to Zedmed's change password guide.

aff Roles	User Groups Databas	Users		
		Selection F	Filter: Active	Users
Jser Name	Full Name	Staff ID	Dr Code	Status
EXTERNAL ZEDMED PAUL	Myers	EXT _X_ PL		Active Active Active
	Admin, Office Arthur, Dr Lesley	Change Password	LA	Active Active
PDAVIS DANUTA	Davis, Dr Phillip FERNANDEZ, DANUTA	New Password	PD DF	Active Active
DANNI	Hatcher, Dr Danni	Repeat New Password	DH	Active
WARREN GRACE GRENVILLE CONNIE	Hedrick, Dr Warren Herman, Grace Howell, Dr Grenville JONES, Connie	Password valid.  Strength Warning: Dates are often easy to guess	WH GH1 GH	Active Active Active Active
JJAMES MELORA FANE	James, Dr John Stern, Dr Melora Teu, Fane	Suggestions: Add another word or two. Uncommon words are better. Avoid dates and years that are associated with you OK Cancel	ננ MS FT	Active Active Active