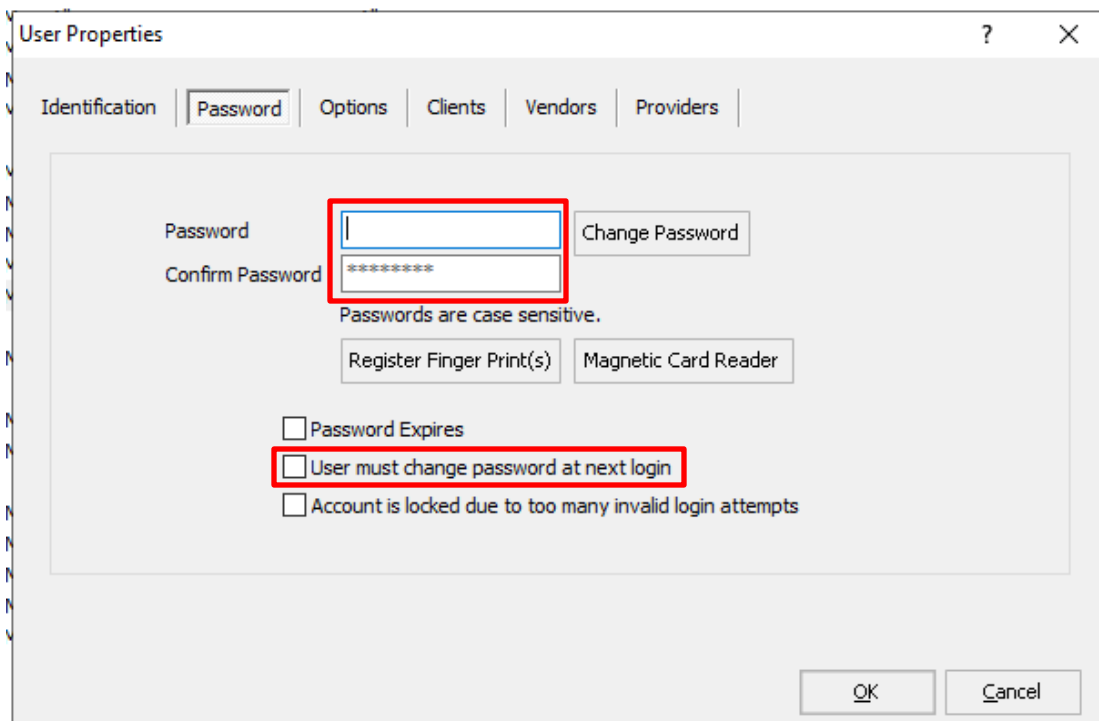


# Change a User's Password

You will first have to verify that you have access to change a user's password. To do so, navigate using the drop-down menu in the left-hand corner of American Data. Follow the path **American Data - ECS > Setup > Security > User**. If you do not have access to this location, then you are unable to change user's passwords.

Once in here, find the username who is requiring a password reset. Either double click onto their name or right click and select **Properties**. Once in the User Properties, navigate to the **Password** tab. If you notice that Password and Confirm Password are grayed out, then your facility has HIPPA User Security enabled, which requires you to know the user's previous password before being allowed to change their current one.

If you see asterisks in Password and Confirm Password, you will simply swipe over these locations and type in a new temporary password. If the user is with you, you may have them type in their newly desired password. If the user is not with you, create a temporary password for them (ex: abc123), and place a checkmark in **User must change password at next login**. This will require the user to change the password from the temporary one you just created.



The screenshot shows the 'User Properties' dialog box with the 'Password' tab selected. The 'Password' and 'Confirm Password' fields are highlighted with a red box. The 'Confirm Password' field contains asterisks. Below these fields, there is a 'Change Password' button. Further down, there are two buttons: 'Register Finger Print(s)' and 'Magnetic Card Reader'. At the bottom, there are three checkboxes: 'Password Expires', 'User must change password at next login' (highlighted with a red box), and 'Account is locked due to too many invalid login attempts'. The 'OK' and 'Cancel' buttons are at the bottom right.

The **Change Password** button is only used if your facility has HIPPA Security enabled. This screen will require you to know the old password. If your facility does not have this feature enabled, you are able to simply type into the Password and Confirm Password fields.

Click **OK** to save the changes.