Adding, Modifying Passwords

Last Modified on 07/20/2020 1:22 pm EDT

Version 14.19

Overview

Passwords are intended to add a level of security to user logins. Individual users can change their own password at any time, and Practice Administrators, if given the permission to do so, can modify passwords for other users, when necessary. It is important for each user to have a unique password that is not shared with other users.

At the practice level, Practice Administrators can choose to enable **Strong Passwords**.

> 🔑 **User Permission**: Users with **System_Admin** permissions can modify passwords for other users.

Administrator: Assign or Modify a User's Password

The following steps are intended for Practice Administrators to use to either assign a new user a password or assist a user with modifying a password.

1. Navigate to Security Settings window:

   - Navigate to the Staff Directory: **Practice Management tab > Staff/Providers > Security Access button**
   - Navigate directly to the Security Setting window: **Admin tab > Security Administration**.

2. From the Users list located on the left panel of the window, select the **User** that needs a password.
3. Double-click the **Username.** The **Edit User** window is displayed.
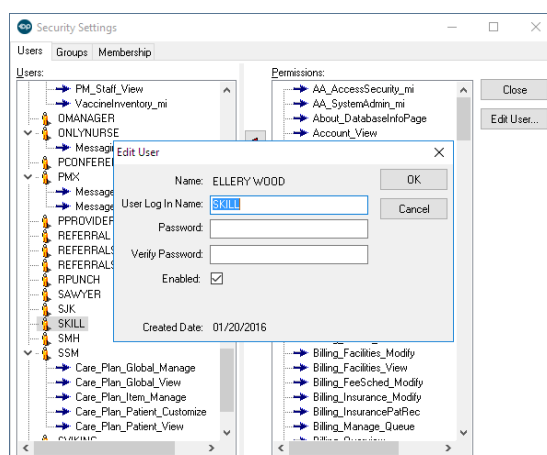
4. Enter the **Password** in the **Password** and **Verify Password** fields. If changing an existing password for a user, clear the fields, and enter a new Password. Passwords are case-sensitive and can be any combination of characters (alpha, numeric, etc.) unless otherwise specified in Global Preferences.
5. Select the **Enabled** checkbox to grant the user access to the system.

> ⚠ **Warning**: If you do not select the Enabled checkbox, the specified user will **not** be able to log into OP.

6. Click the **OK** button. The user can now log in with their new or modified password.

User: Reset Password

Users can reset their own Password:

1. While signed into OP, navigate to the ribbon located at the top of the window.
2. Click the **drop-down menu** located to the right of the Logout button.
3. Select **Change Password**. The Password Change Form is displayed.
4. Complete the fields:

   - **Your Password**: Enter the Password you currently use to log in to OP.
   - **New Password**: Enter the new Password you will use to log in to OP going forward.
   - **Confirm Password**: Re-enter the new Password.

5. Click the **OK** button. The new Password is saved and should be used the next time you log in.

Version 14.10

> ⚠ **Note**: Only users with System_Admin permissions are able to modify Passwords for other Users.

| **Utilities > Manage Practice > Staff/Provider Directory**

Overview

In OP, Passwords cannot be reset. Complete the following steps to create new Passwords for users who may have forgotten their Password or need a new Password.
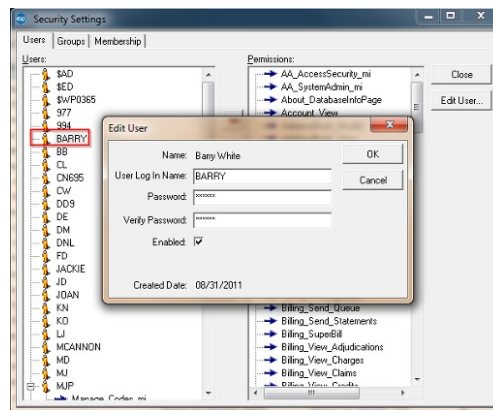
> ℹ **Click here** to review OP recommendations for creating and maintaining strong Passwords.

Assigning User Passwords

1. Click the **Security Access** button .
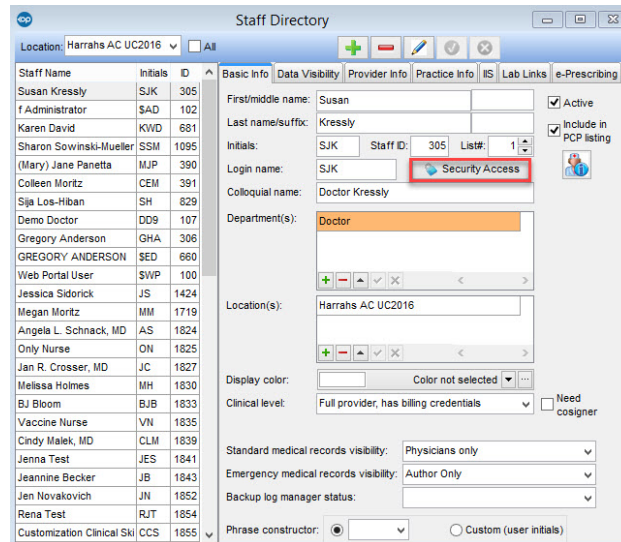
2. From the list of Users located on the left, select the **User** that needs a Password.
3. Double-click the **Username.** The **Edit User** window is displayed.

4. Enter the **Password** in the **Password** and **Verify Password** fields.

ℹ️ Passwords are case-sensitive and can be any combination of characters (alpha, numeric, etc.) unless otherwise specified in the System Preferences.

5. Select the **Enabled** checkbox to grant the user access to your system.

🚫 **Warning**: Failure to select the Enabled checkbox will result in the specified user not being able to log into OP.

6. Click the **OK** button.

✅ You can perform the same procedure to change an existing Password. Clear or Enter text into the field and verify.