

 <p>HAWAII HEALTH SYSTEMS C O R P O R A T I O N <i>"Touching Lives Everyday"</i></p> <p>Policies and Procedures</p>	<p>Department: Information Technology Division - Telemedicine</p>	<p>Policy No.: TEL 0018</p>
	<p>Issued by: Dennis Sato Vice President & CIO</p>	<p>Revision No.: N/A</p>
<p>Subject: <i>Changing Your Password in the Medreach Telemedicine Software</i></p>	<p>Approved by: Thomas M. Driskill, Jr. President & CEO</p>	<p>Effective Date: April 24, 2001</p>
		<p>Supersedes Policy: N/A</p> <p>Page: 1 of 2</p>

I. PURPOSE: To provide instruction on how to change the user password in the Medreach Software program.

II. DEFINITIONS:

- A.** User - A person who has authority to utilize the Medreach software for Telemedicine purposes.
- B.** Password - A secret combination of alpha/numeric that is used to authenticate a user of the Telemedicine system.

III. PROCEDURE:

- A.** Every user of the Medreach software will be issued a temporary password when they first come for training. That temporary password is: 'test'.
- B.** After the user logs into the Medreach software for the first time, the temporary password must be changed.
- C.** Any time the user feels that his/her password has been compromised, the password should be changed as well.
- D.** The process for changing the password is as follows:
 1. Log into Medreach using your user name and password.
 2. After getting into the program, scroll down on the left side of the screen until you reach an icon that says "Configuration."
 3. Single click on the icon.
 4. Single click on "User Information."
 5. You will see your user information.
 6. Single click on the purple 'edit' button at the bottom of the screen.
 7. Single click on the purple 'change password' button at the top portion of the screen.
 8. Enter the old password 'test.'

9. Enter your new password in both the 'Enter New Password' box and the 'Confirm New Password' box.
10. Single click the 'OK' button.
11. Single click the 'Save' button at the bottom of the screen.
12. Single click the 'Home' icon to return to the Telemedicine software.