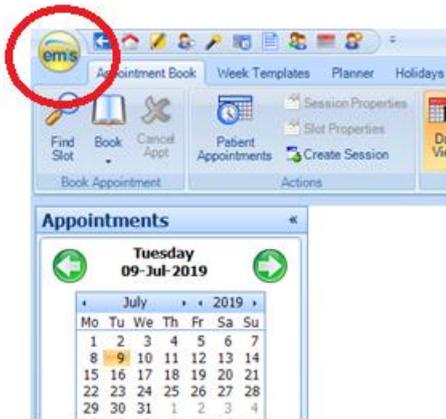
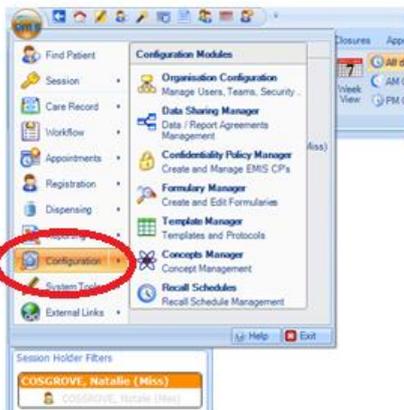


How to Reset an EMIS Password



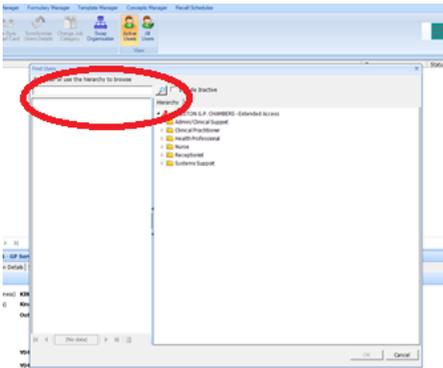
Select **EMIS** home button.



Select **CONFIGURATION** button



Select **SEARCH**



Enter name into search bar – select user name – press OK

Edit user

User details

Role
Working Hours
Languages
User Role Profiles
Teams
Session holder filters
Out Of Office Settings

User details

User profile picture Upload photo
JPG, JPEG or PNG files can be uploaded.
 File size limit is 10 MB.
 Recommended resolution is 150px * 150px
[Upload](#) | [Remove](#)

* Title: [v]
 * First names: Chambers Clinic
 * Last name: Kingston GCH
 * Gender: Female [v]
 Email address: [v]

Sign in details

* Username: KingstonGCH
 * Password: [v]
 * Confirm password: [v]
 User must change password on next sign in

Password change / Username reminder services

No security details stored for password change and user name reminder services.

In password field – remove current password

Enter new password – something simple: E.G: Summer123

Tick box underneath – ‘User must change password on next sign in’

This will allow the user to change the password when they next log into EMIS

Select NEXT until the end page

Then ‘OK’