

SCC-LIS_TIP OF THE WEEK

MODULE: SoftSecurity	SOFTWARE VERSION: 4.08	
TOPIC: Forgotten Passwords	ISSUE DATE: 17Avril2018	
DISTRIBUTION: End Users_All	PAGE: 1 of 1	
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TOPIC/QUESTION: What should I do if I forget my LIS password?

ANSWER/TIP: If you forget your LIS password it can be reset by the nearest available:

- →LIS Administrator
- →Lab Supervisor
- →Technologist 2 (Micro or Core)

NEVER phone SCC for a password reset. They will refuse as they can't verify your identity.

PASSWORD RESET IN SECURITY MANAGEMENT by Admin, Supervisor, Tech2:



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> mldufresne MLD	Laurie Dufresn	e SLAB myriam-laurie_duf		2	17-04-2018		

1→Click the "User" Button

2→Enter a Search Parameter for the User Such as: Log-In ID, Initials, First Name or Last Name

3→Click "Find" Button and Ensure the Proper User is Dispayed/Highlighted

4→Click "Reset Password" Button

The password will automatically reset to password123 and user will be forced to change at next log-in