



# 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
ISSUED BY: M-L Dufresne, Territorial LIS Administrator	

**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:

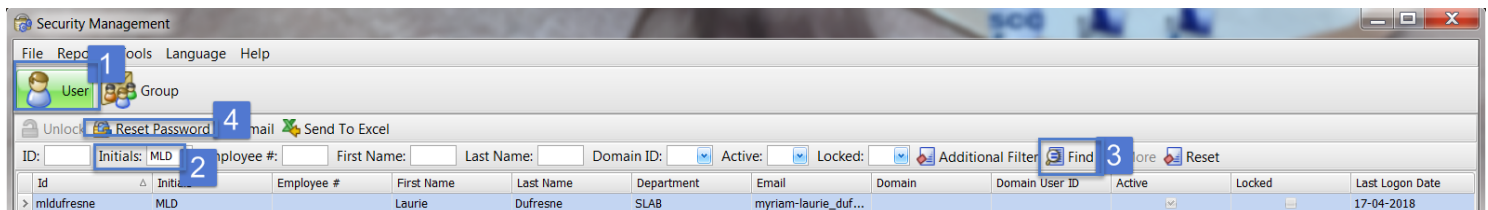
→ LIS Administrator

→ 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:



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 Displayed/Highlighted

4 → Click “Reset Password” Button

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