

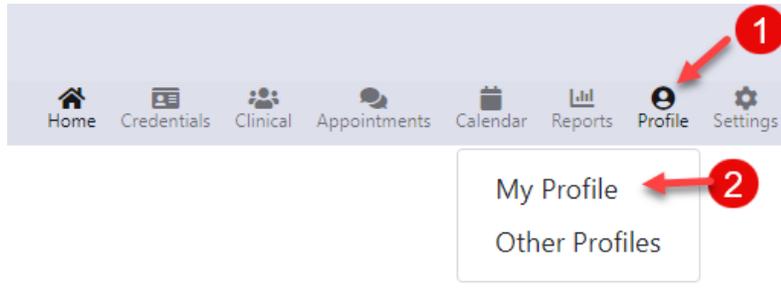
How do I change my OakTree Password

Question: How do I change my Oaktree Password?

Solution: To change your password you will need to either sign into OakTree or contact your Super Admin for assistance if you are unable to sign in.

Once you have signed in:

- 1) Go to the Profile Icon
- 2) Click My Profile



On the My Profile page

- 1) Click Change Password to open
- 2) Enter the Original Password
- 3) Enter Password
- 4) Confirm Password
- 5) Click the [Change Password] button to save your update

The image shows the 'My Profile' page. At the top, there is a header with 'My Profile'. Below the header, there is a section for user information: Name: Sample User, Title: , Supervisor: N/A, Agency: Default, Location: Default Location. Below this is a blue bar with 'Credential License Number'. Below that is a blue bar with 'Change Password' highlighted with a red circle and arrow labeled '1'. Below this is the 'Change Password' section with three input fields: 'Original Password' (highlighted with a red circle and arrow labeled '2'), 'Password' (highlighted with a red circle and arrow labeled '3'), and 'Confirm Password' (highlighted with a red circle and arrow labeled '4'). Below the input fields is a blue button labeled 'Change Password' (highlighted with a red circle and arrow labeled '5'). At the bottom of the page, there are two blue bars: 'Demographics' and 'System Information'.

For additional questions, contact AccuCare Support at 800-324-7966 or email support@orionhealthcare.com and we will be happy to assist you!