

Overview of Password Complexity And Password Change Option

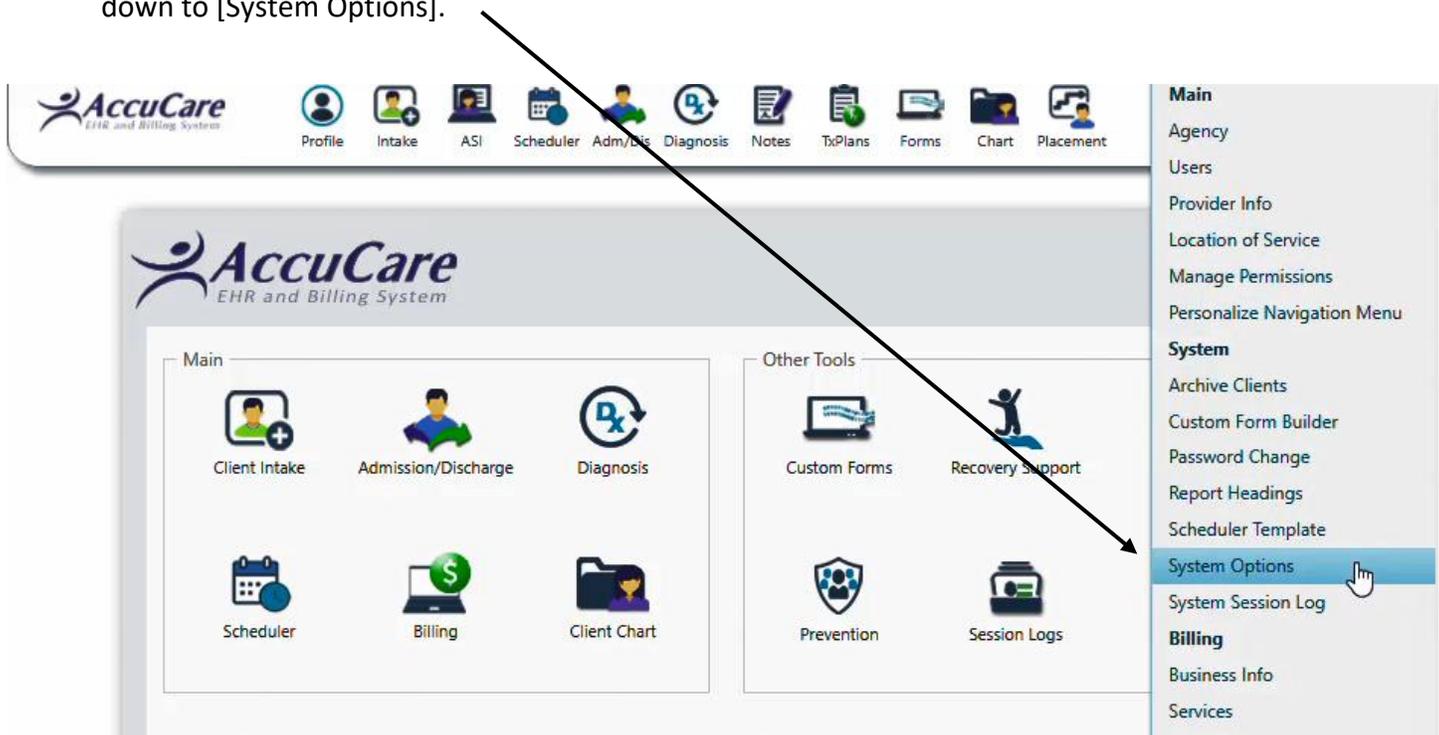
Both Password Complexity and a Password Change options added to MyAccuCare to offer further security to your web site. The following pages explain where to find them.

System Options

(The only person who has access to the System Options will be the SuperAdmin)

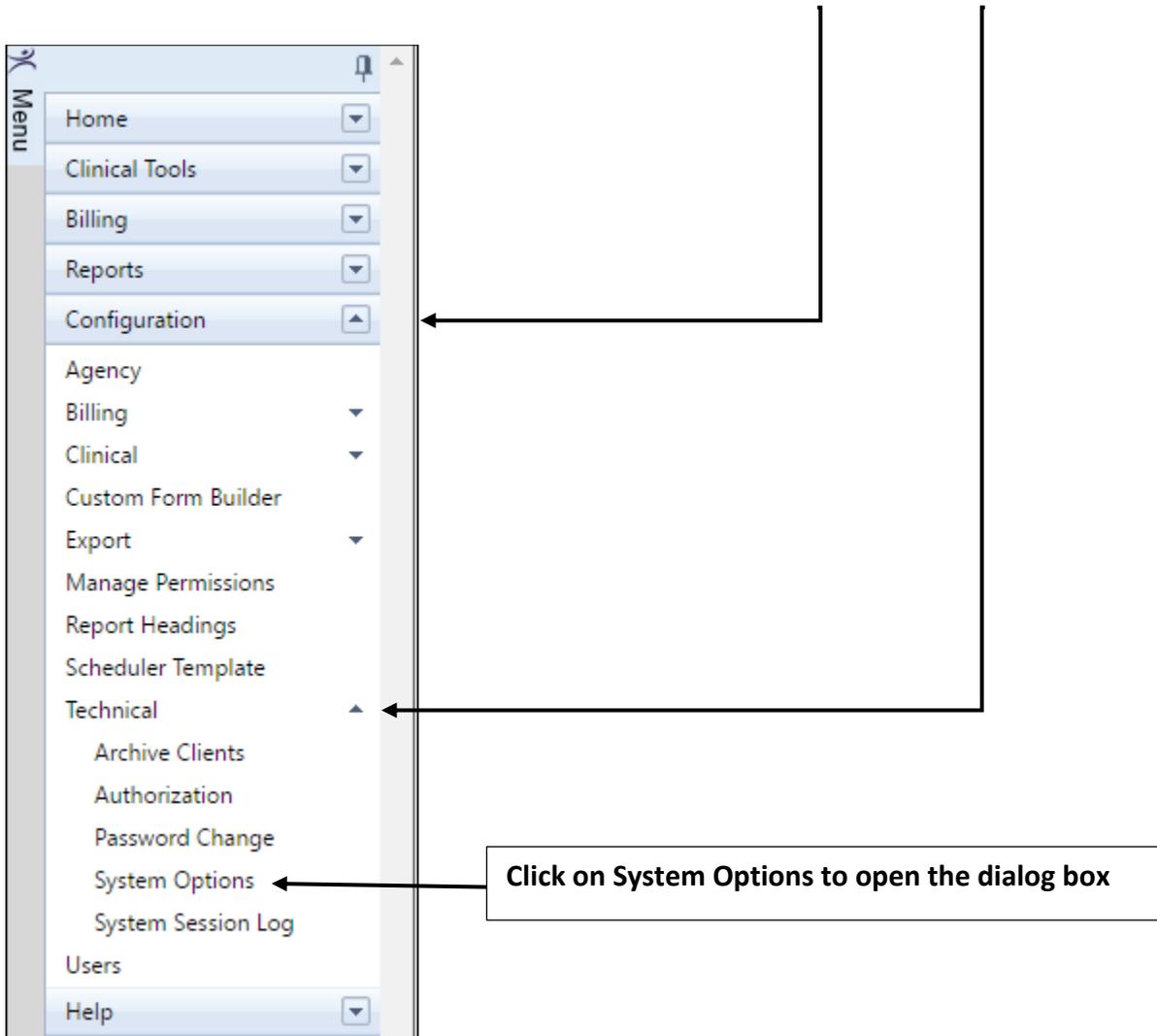
OPTION #1 – Main Menu

After signing into MyAccuCare go to AccuCare Ribbon. Move you mouse pointer to [Setup] then down to [System Options].



OPTION #2 – Jump Navigation

After signing into MyAccuCare move your mouse to the left side of your browser this will open the Jump Navigation Menu. Move your mouse down to **Configuration** → (Expand) **Technical**



Under System Options click on the Password Complexity tab

The default is set open. The Complexity tab is left open. As the SuperAdmin, you can leave this alone or add complexity requirements for your users.

Important: Any changes made here effect everyone including the SuperAdmin

The screenshot shows the AccuCare web-based Practice Management System interface. At the top left is the AccuCare logo with the tagline "Web-based Practice Management System". Below the logo is a navigation bar with "Setup > System Options". A tabbed interface is shown with five tabs: "General", "Password Complexity", "Narrative Report Headings", "Multi-Dimensional Headings", and "External Systems". The "Password Complexity" tab is highlighted with a red border. The main content area contains several settings:

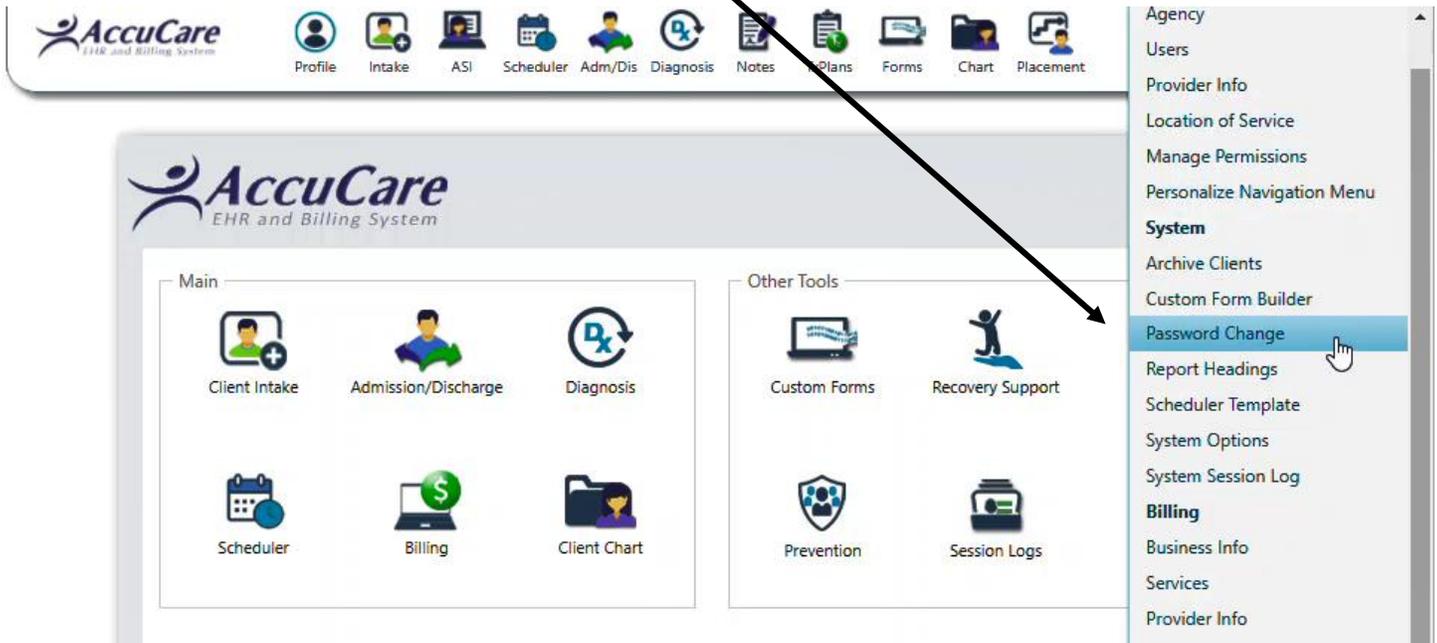
- Minimum Length**: [Minimum length for the password field must be greater than or equal to 5 and less than or equal to 16] with an input field.
- Use Upper Case**: [Password must have at least one upper case letter] with a checkbox.
- Use Lower Case**: [Password must have at least one lower case letter] with a checkbox.
- Use Numbers**: [Password must contain at least one number] with a checkbox.
- Use Special Characters**: [Password must contain at least one special character] with a checkbox.
- Password Expiration**: [Specify number of days that the password is valid] with an input field followed by "days".
- Password Reuse**: [Specify the number of previous passwords to remember] with an input field.

At the bottom of the interface are four buttons: "Edit", "Save", "Cancel", and "Exit".

Password Change

Each user can change their own Password

All the users have access to this module to change their own password unless the Super Admin has denied them access to the Password Change Option



Password Change module

After signing into MyAccuCare ribbon then to [Setup] and down to [Password Change].

The user needs to type in his or her old password then types in New Password and Confirm New Password. Any password rules setup by the Super Admin will apply here

A screenshot of the Password Change form in the AccuCare system. The form is titled 'File > Password Change' and is located within a window titled 'AccuCare Web-Based EHR System'. The form contains three text input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Below the input fields are two buttons: 'Save' and 'Exit'.

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