

Lifetime Clinical Record (LCR) Password Reset

Our security policies require that you change your password. If your password has expired, you will see this message:

"Password Expired. Please Verify"

Please follow these instructions to reset your password:

1. Type your user id in the usual box (your user id never expires).
2. Type in your old password in the password box.
3. Hit "New Password".
4. Type your user id again.
5. Type in your old password again.
6. Type in your new password.
7. Type in your new password a second time.
8. Hit "Log On"
9. Remember your new password!

A review of these procedures is contained in both the CBT training module "Navigating LCR" (select Refresher Courses) and in your LCR User's Manual.

Contact the HelpDesk at ext 4400 if you have questions or encounter any problem.