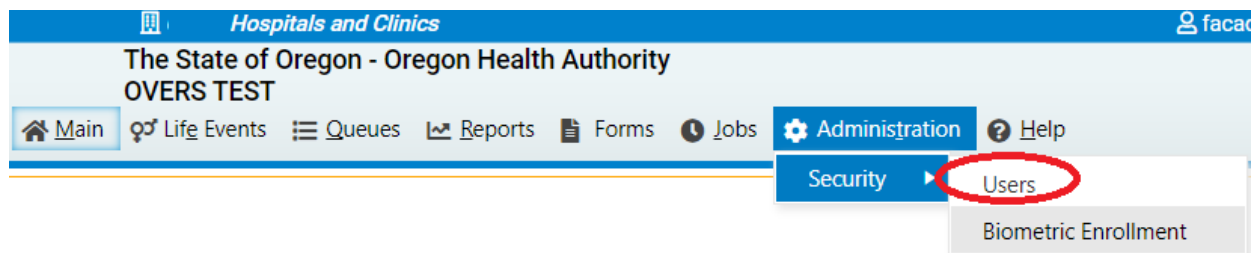




## Resetting a password

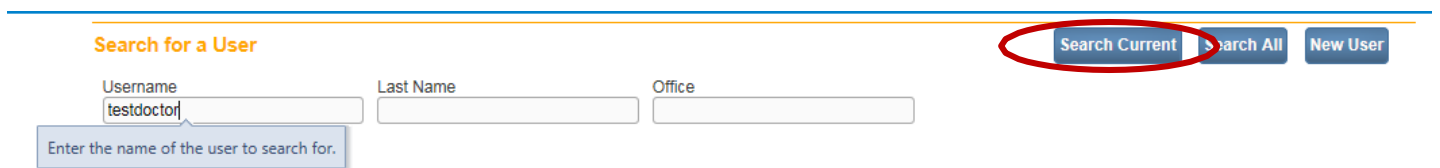
Being a Facility Administrator, you are now able to reset a user's password within the OVERS application. Below are the instructions for completing this process.

- 1) Log into OVERS.
- 2) Hover over the **Administration** tab. Go to **Security>Users**



This will bring you to the User's page where you will enter the last name or the username in the proper fields in order to access the user's account.

- 3) Once you have entered either the last name or username, click the **Search Current** button.



This will return all user accounts that match the search criteria you have entered. If searching by user name, this should return only one account. If searching by last name, it may return more than one user account depending on if there are more than one user with the same last name associated with your facility.

4) In order to access the user account, click on the **User Name** link, as shown below.

**Search for a User** [Search Current](#) [Search All](#) [New User](#)

Username:  Last Name:  Office:

User Name ↑	Name	Office Name	Start Date	End Date
<a href="#">testdoctor</a>	Test, Doctor	Adventist Medical Center	07/15/2016	

Total Records: 1

After clicking the User ID, it will open the **User Summary** page. This page shows all the information associated to this particular user, such as address, contact information and so on.

**User Summary**

**User Id:** 30572  
**User Name:** testdoctor  
**Password Expiration:** 10/16/2016  
**Start Date:** 07/15/2016  
**End Date:**  
**Logon Attempts:** 0

[Update Login Information](#)

**Name:** Doctor Test  
**Title:** Doctor of Medicine  
**User Address:**  
 1234 Test Street  
 Portland, Oregon 97232  
**User Mailing Address:**  
 1234 Test Street  
 Test, Oregon 97232

[Update User](#)

**Work Number:**  
 123 456-789 Ext  
**Cell Number:**  
 -  
**Home Number:**  
 - Ext  
**Fax Number:** 987 654-321 Ext  
**E-mail:**  
 krystalyn.salyer@state.or.us  
**Preferred Contact:**

[Update Contact Information](#)

**Medical License:**  
 MD00000  
**NPI Number:**  
**Funeral Director License:**

[Update Licenses](#)

Adventist Medical Center  
 Doctor Test is authorized to sign for the following events: Birth, Death, Fetal death

**User Type**

Medical Certifier

Total records : 1

**Office**

Adventist Medical Center

Total records : 1

**Roles**

External: Medical Certifier

Total records : 1

**Additional Business Functions**

No data found.

[Update Offices/Roles/Business Functions](#)

[Biometric Enrollment](#) [Return](#)

5) Click the **Update Login Information** link in order to reset the password for this user account.

**User Summary**

**User Id:** 30572  
**User Name:** testdoctor  
**Password Expiration:** 10/16/2016  
**Start Date:** 07/15/2016  
**End Date:**  
**Logon Attempts:** 0

[Update Login Information](#)

**Name:** Doctor Test  
**Title:** Doctor of Medicine  
**User Address:**  
 1234 Test Street  
 Portland, Oregon 97232  
**User Mailing Address:**  
 1234 Test Street  
 Test, Oregon 97232

[Update User](#)

**Work Number:**  
 123 456-789 Ext  
**Cell Number:**  
 -  
**Home Number:**  
 - Ext  
**Fax Number:** 987 654-321 Ext  
**E-mail:**  
 krystalyn.salyer@state.or.us  
**Preferred Contact:**

[Update Contact Information](#)

**Medical License:**  
 MD00000  
**NPI Number:**  
**Funeral Director License:**

[Update Licenses](#)

- 6) Enter a new temporary password in the **New Password** and **Confirm New Password** fields. (Note: The password must be between 6-10 characters and is case sensitive.)
- 7) Next, make sure to place a checkmark within the **Temporary Password** check box. This will force the user to choose a new password of his or her choice the next time they log on.
- 8) Click **Finish**

### Update User

Select to Update a User

1. User Account

Step 1 of 9

#### 1. User Account

- 1. User Account
- 2. Name and Address
- 3. Contact Information
- 4. Licenses
- 5. Office Affiliations
- 6. User Types
- 7. User Roles
- 8. Business Functions
- 9. Finish

Username: testdoctor

Password: .....

Confirm Password: .....

Temporary Password:

Login(s) Attempted: 0 [Reset](#)

Password Expires: OCT-18-2016

Start Date: JUL-13-2016

End Date:

Password and Confirm Password do not need to be re-entered unless they need to be modified.

[Cancel](#)

[<< Back](#)

[Finish](#)

Please do not edit any other fields within this screen, such as changing the username, as it will cause issues with the user's account.

You have now successfully reset a password and are finished with this process.

If you have any questions, please contact the OVERS help desk at the number below.

**Center for Health Statistics Help Desk:**

**971-673-0279**

**Monday – Friday 8am – 5pm**