



EMR Quick Reference Guide

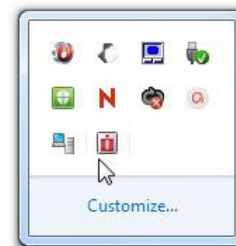
Access and Setup – Manage EMR Password

On occasion you may need to edit or remove a password used by OneSign for an individual application. You may also want to reveal an application password you may have forgotten. This may be required when someone has accidentally had someone else register against a Follow Me Desktop for EMR login.

1. To manage your passwords **expand the notification area** icons by clicking the **up arrow** on the taskbar.



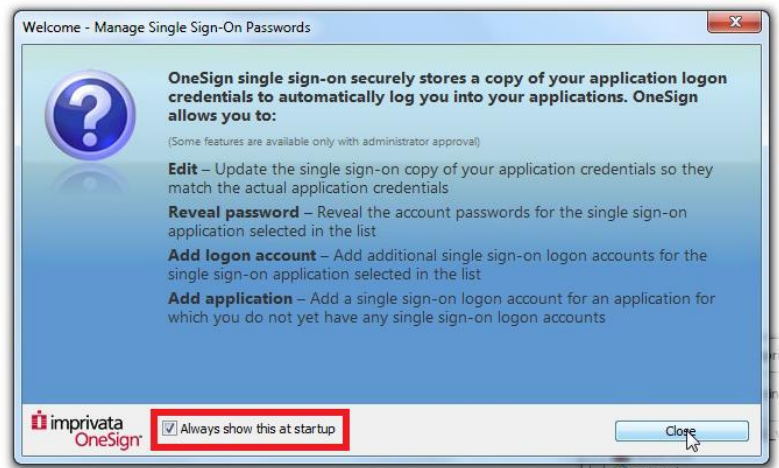
2. **Right click** on the **OneSign** icon.



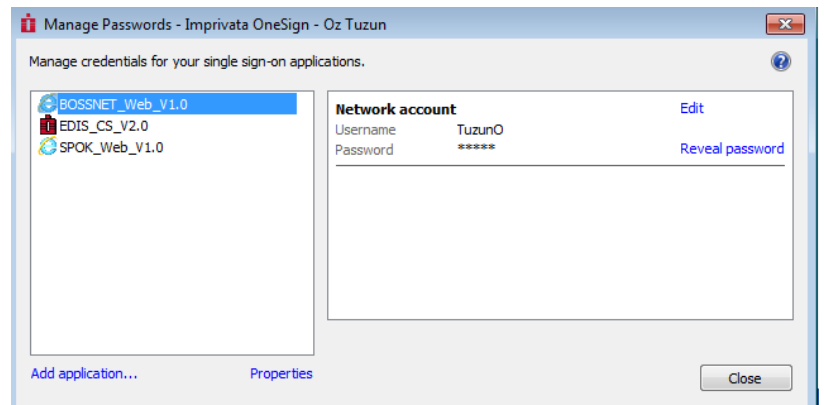
3. Select **Manage Passwords**.



4. Read and then **close** the welcome message unticking the **Always show this at startup** box if you don't want to see the welcome message again.



5. From the list of applications **select the application you wish to manage**.



6. To reveal the password stored for that application, click **Reveal Password**. You will then be prompted to **enter your ICT password** (the password used to logon to the computer).
Click **OK**.

7. Your password is now revealed.
Click **Close** to close the OneSign password manager.

