

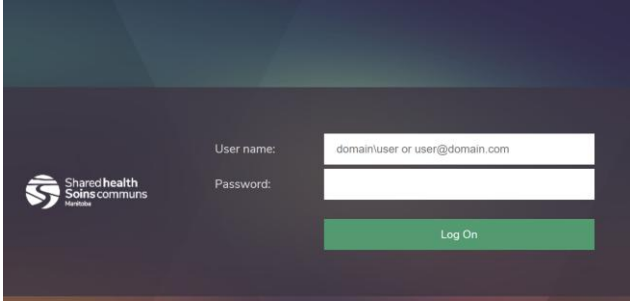
# Change/Reset Password

## Quick Reference Guide

**Audience:** Regional EPR Users and Agency Nurses

Passwords cannot be reset directly within the EPR. **If you are a new EPR user or have been prompted to change your password in the EPR**, you must first update your password through the Citrix StoreFront before attempting to log in to the EPR.

Please follow the steps below **before** logging into the EPR:

<p>Open a web browser</p>	<ol style="list-style-type: none"> <li>1. Launch <b>Microsoft Edge</b></li> <li>2. Go to <b>Citrix StoreFront</b></li> </ol>  <p><b>Note:</b> Agency Nurses do not have local network access and these steps that must be done on a Clinical Appliance (e.g. Workstation on Wheels).</p>
<p>Enter your credentials</p>	<ol style="list-style-type: none"> <li>3. <b>New Users:</b> Enter your <b>User name</b> and <b>Password</b>. Refer to the email you received with your initial login credentials</li> <li>Or</li> <li><b>Existing Users:</b> Use current login credentials, if you are changing your existing password</li> <li>4. Click <b>Log On</b></li> <li>5. You will then be prompted to enter a new password</li> <li>6. Click <b>Change Password</b></li> </ol>
<p>Launch EPR</p>	<ol style="list-style-type: none"> <li>7. Go to Citrix and launch EPR</li> <li>8. Enter new password to login</li> </ol>