



Allscripts® Unity

Resetting a user password in Allscripts Professional EHR

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Introduction

The following document describes how to reset an Allscripts Professional EHR user's password. It is designed for use by system administrators and developers working with Allscripts Unity and Ubiquity. For extensive documentation on Professional EHR, go to the Product Documentation section on ClientConnect (<https://documentation.allscripts.com/>). This requires an Allscripts Central login and password.

Password reset

1. Log into Professional EHR.



Allscripts
Professional EHR™

Clinical Module | 18.2.2
Production Database

User Name

Password

Database

Login 

Enter Login Name and Password

 Allscripts™

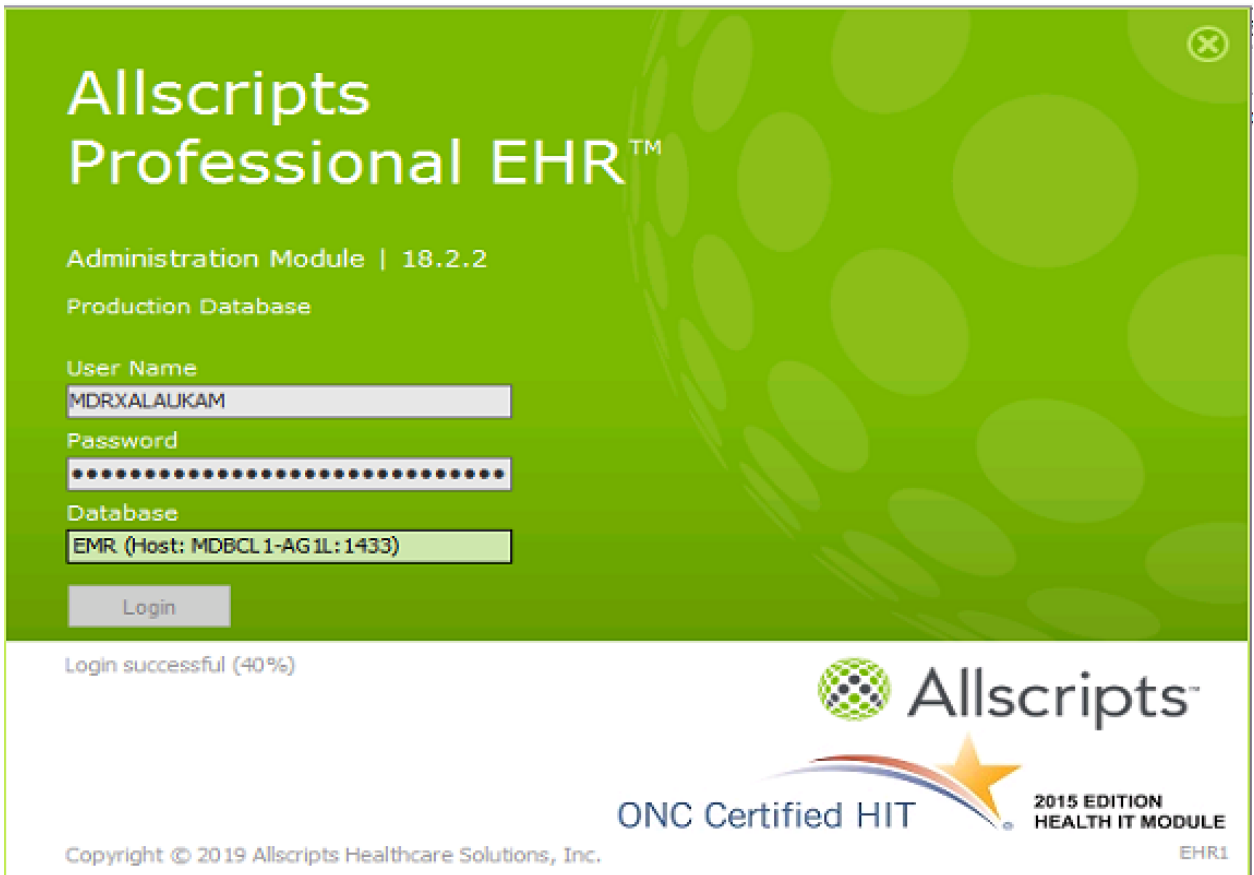
ONC Certified HIT  2015 EDITION
HEALTH IT MODULE

Copyright © 2019 Allscripts Healthcare Solutions, Inc. EHR1

2. On the right, click **Launch > Administration Module**.



The application logs you in as an administrative user.



3. Click **Caregivers**.
4. Click the user (which normally includes the partner name).

Caregiver Properties

General Address Identifiers eRx Enrollment Security Profile

Name

Title:

First Name:

Middle Initial:

Last Name:

Suffix:

Initials:

SSN:

Login

Login Name:

New Password:

Verify Password:

Use Windows Authentication

Classification

Type: Administrator

License Type: Clinical

Specialty: Undefined

Sign Off Charts: Yes

Status: Active

Referral Caregiver Can Review Charts

Block Result Notifications Block Messages

Billing Interface

Provider ID:

Billing Responsibility

OK Cancel

5. In **New Password**, enter a new password. Because you will be updating this a second time, it is fine to use something simple.
6. In **Verify Password**, enter the new password again.
7. Click **OK**.
8. On the right, select your login name > **Logout**.

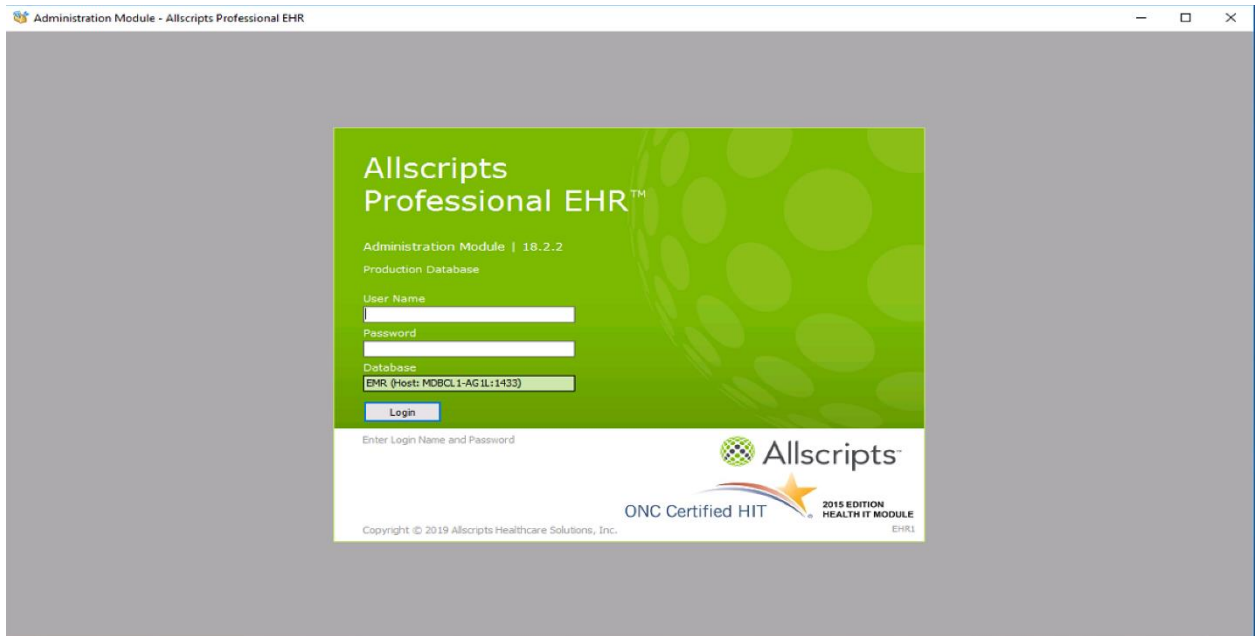
Administration Module - Allscripts Professional EHR

Caregivers

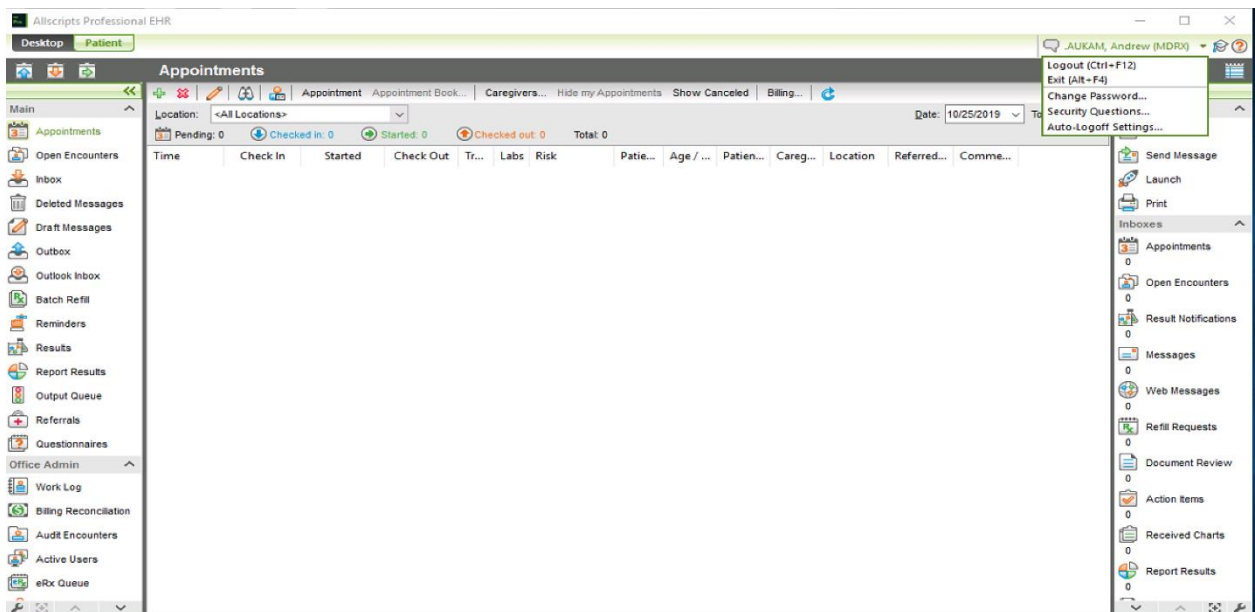
Name	Login Name	Type	Specialty	License Type	
360 Care PE	360CARE	Undefined	Undefined	Non-Clinical (Medical Stud...	Within a week
Abbey, RN, Kaitlin M	KMA7764	Clinical Staff	Undefined	Non-Clinical (Medical Stud...	Never
Abid Ali, Sana (MDRX)	MDRXSABIDALI	Administrator	Undefined	Support	Within a week
Abnormal, Pathology	OBCLASS	Workflow	Undefined	Non-Clinical	Never
Acharya, Dhan M	DMA0019	Clinical Staff	Undefined	Non-Clinical	A year ago
Adams, Kristi	KLF0617	Clinical Staff	Undefined	Non-Clinical	Today
Admin, System	SYSADMIN	Administrator	Undefined	Non-Clinical	Never
admin2, admin2	ADMIN2	Administrator	Undefined	Non-Clinical	2 years ago
ADP, Phreesia	PHREESIA	Administrator	Undefined	Clinical	Never

Logout (Ctrl+F12)
Exit (Alt+F4)
Change Password...
Security Questions...
Auto-Logout Settings...

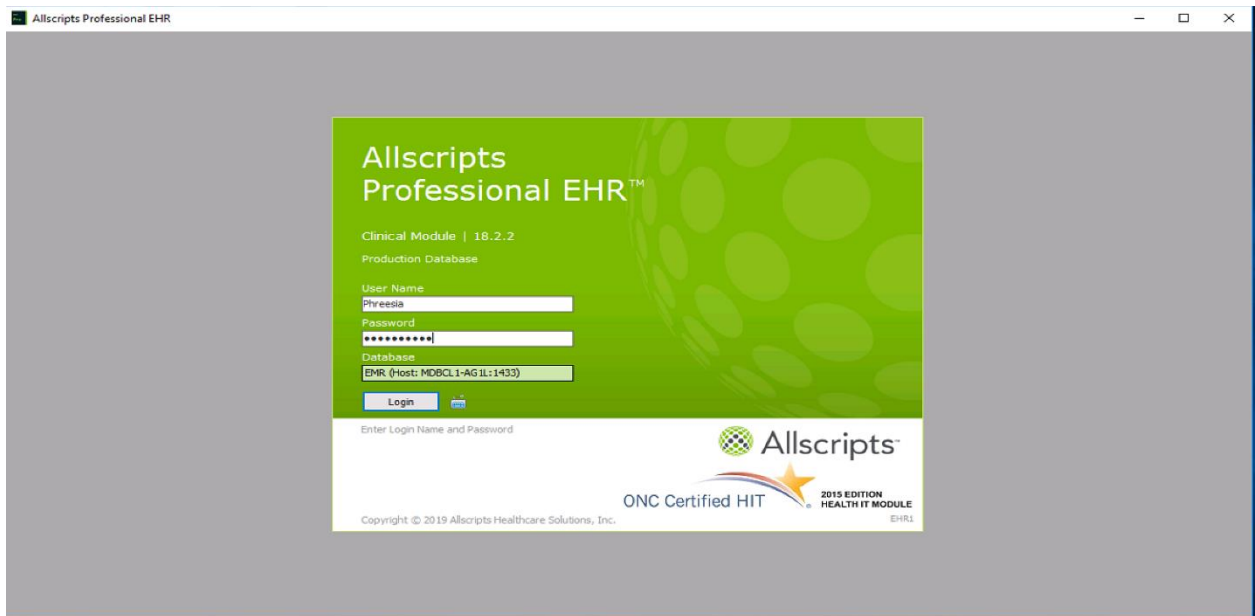
9. Close the Administrative Module login screen.



10. On the right, select your login name > **Logout**.

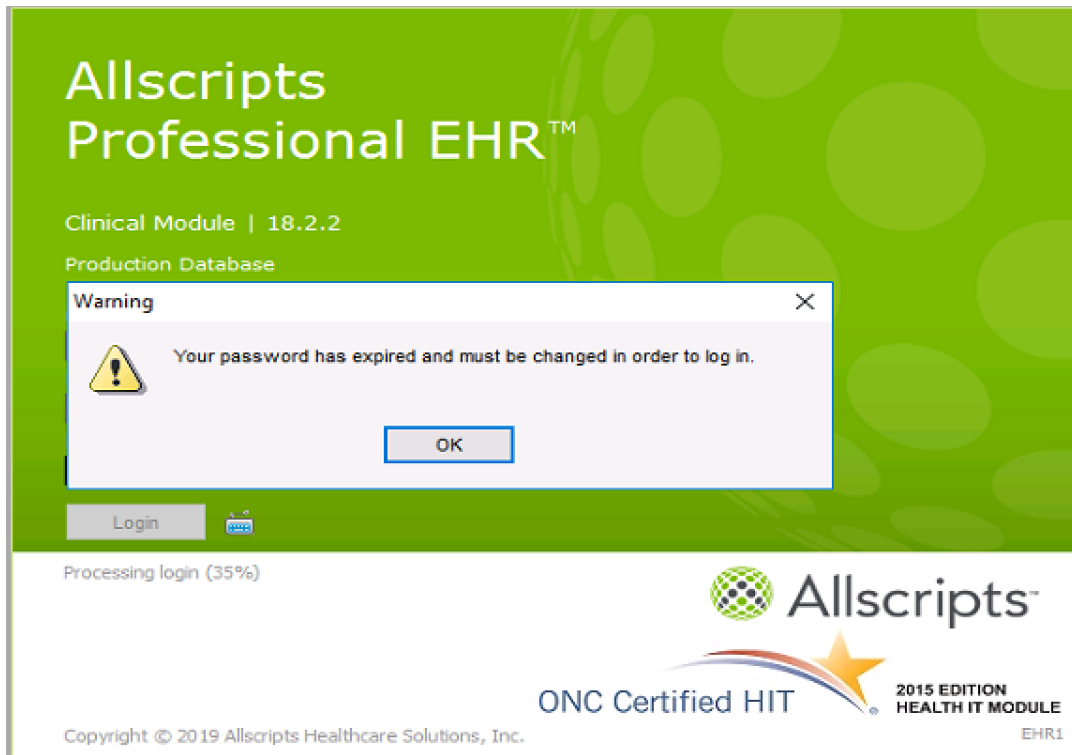


11. Launch the Clinical Module a second time.



12. Log into the Clinical Module again with the partner username and password you just updated.

13. The system prompts you to reset the new password. Click **OK**.



14. Enter the previously updated password, and then enter a new (more complex) password. Verify the new password, and then click **OK**.



Processing login (35%)



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