



Allscripts® Unity

## **Resetting a user password in Allscripts Practice Management**

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## Introduction

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

Note: If you are a Pro Suite Hosted client, log a ticket in Service Now. The Allscripts Support team will reset this password.

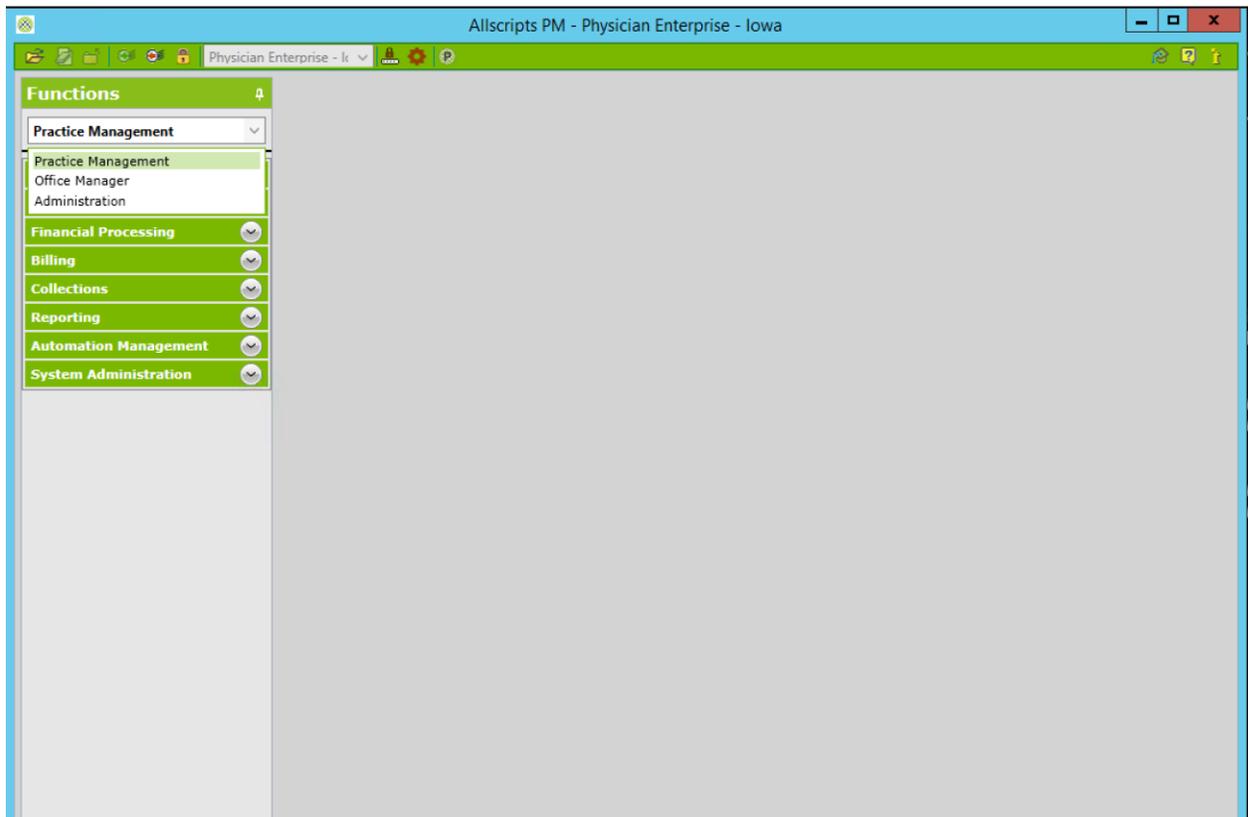
If you are an On-Premise client or an Allscripts Support team member, use the following information to reset the password.

## Password reset

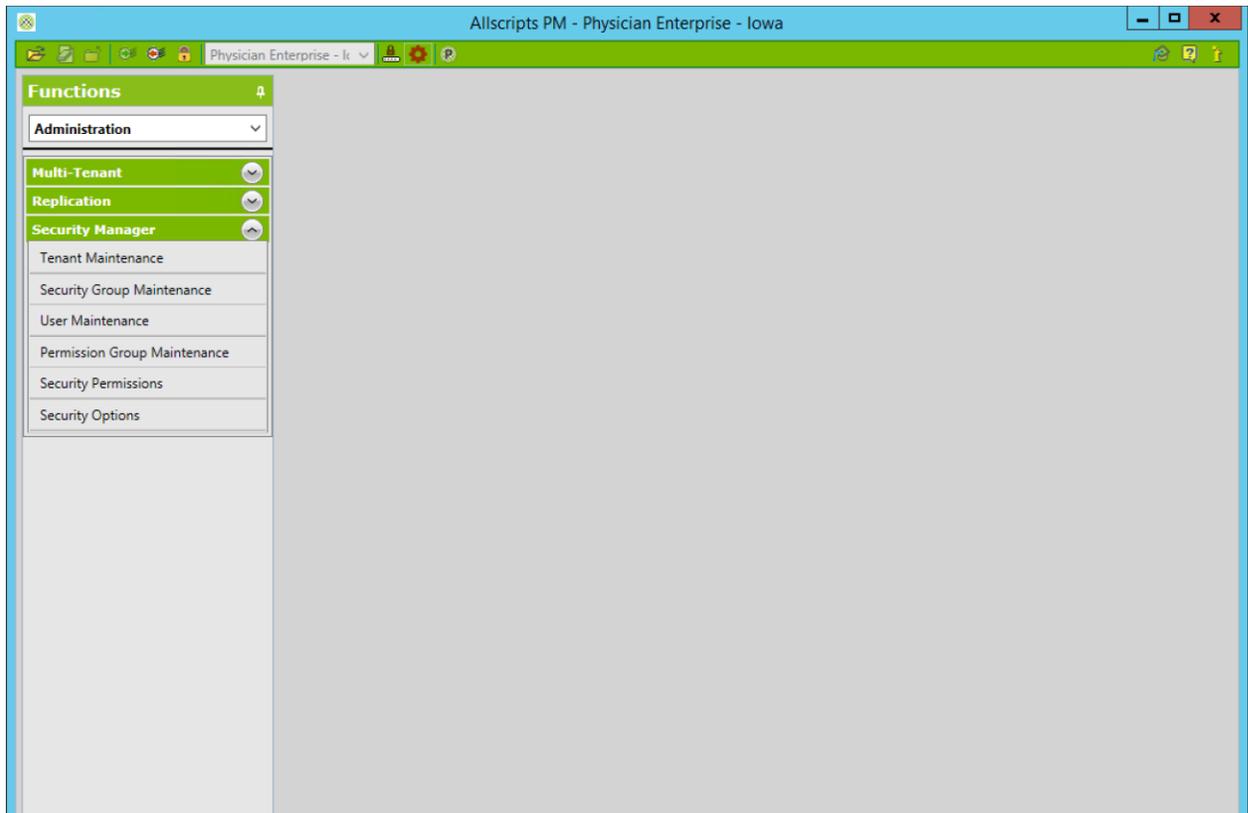
1. Log into Practice Management.



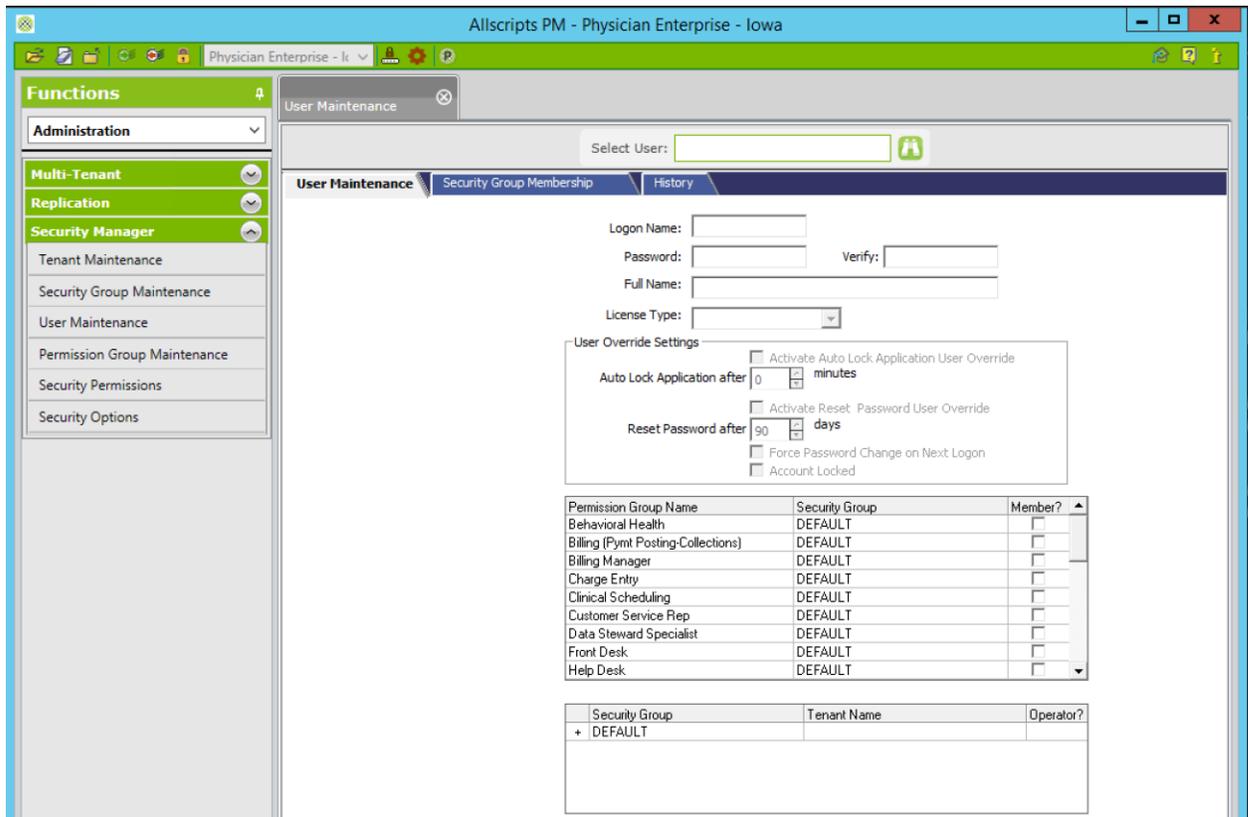
2. On the left, select **Practice Management**.



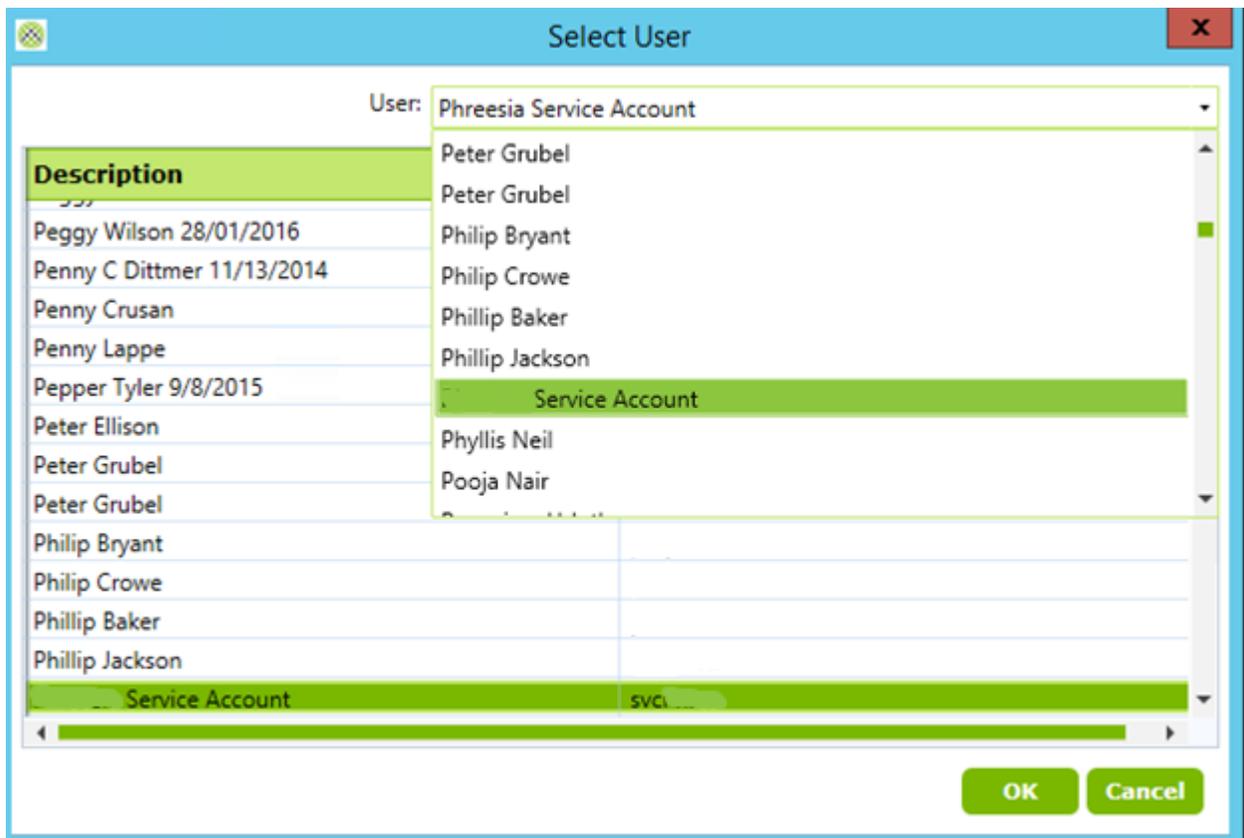
3. Select **Security Manager** > **User Maintenance**.



4. In **Select User**, click the search icon.



5. Select the appropriate service account, and then click **OK**.



6. In **Password**, enter the new password.
7. In **Verify**, reenter the new password.
8. Click **Save**.

Functions

Service Account

Administration

Multi-Tenant

Replication

Security Manager

Tenant Maintenance

Security Group Maintenance

User Maintenance

Permission Group Maintenance

Security Permissions

Security Options

Select User: Service Account

+

User Maintenance
Security Group Membership
History

Logon Name: jvdPhres

Verify:

Full Name: Service Account

License Type: Unrestricted

Activate Auto Lock Application User Override

Auto Lock Application after:  minutes

Activate Reset Password User Override

Reset Password after:  days

Force Password Change on Next Logon

Account Locked

Permission Group Name	Security Group	Member?
Behavioral Health	DEFAULT	<input type="checkbox"/>
Billing (First Posting-Collections)	DEFAULT	<input type="checkbox"/>
Billing Manager	DEFAULT	<input type="checkbox"/>
Charge Entry	DEFAULT	<input type="checkbox"/>
Clinical Scheduling	DEFAULT	<input type="checkbox"/>
Customer Service Rep	DEFAULT	<input type="checkbox"/>
Data Steward Specialist	DEFAULT	<input type="checkbox"/>
Front Desk	DEFAULT	<input type="checkbox"/>
Help Desk	DEFAULT	<input type="checkbox"/>

Security Group	Tenant Name	Operator?
• DEFAULT		

First
Previous
Next
Last

New
Delete

Save
Cancel