

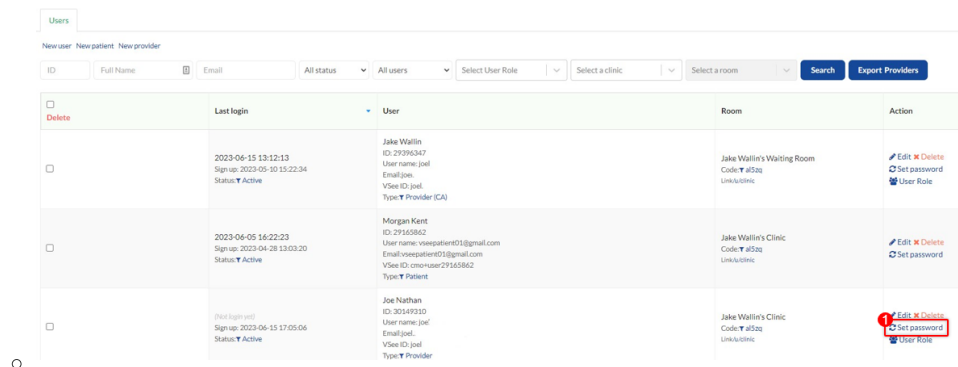
Set a Password for a User

Joel Barcillo - 2023-07-21 - Clinic Admin Guides

Set a Password for a User

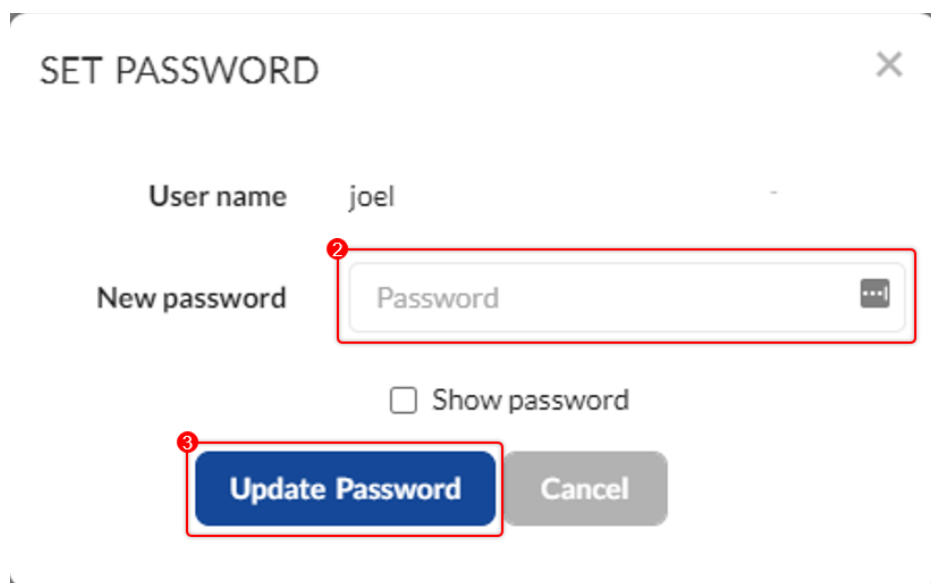
Clinic Admins can manually set passwords for users under their clinic. This is useful in cases where a Clinician or Patient might be having problems resetting their own password. Please note that this can only be done for already existing users.

1. From the Users tab, search for the user that you want to update the user role of. To the right-most side of their account information, click on **Set Password**.



ID	Full Name	Email	All status	All users	Select User Role	Select a clinic	Select a room	Search	Export Providers
<input type="checkbox"/>	Delete	Last login	User	Room	Action				
<input type="checkbox"/>		2023-06-15 13:12:13 Sign up: 2023-05-10 13:22:34 Status: Active	Jake Wallin ID: 29396347 User name: joel Email: joel. VSee ID: joel. Type: Provider (CA)	Jake Wallin's Waiting Room Code: T al5sq Link: to clinic	Edit Delete Set password User Role				
<input type="checkbox"/>		2023-06-05 16:22:23 Sign up: 2023-04-28 13:03:20 Status: Active	Morgan Kent ID: 29165862 User name: vseeuser01@gmail.com Email: vseeuser01@gmail.com VSee ID: cmouser29165862 Type: Patient	Jake Wallin's Clinic Code: T al5sq Link: to clinic	Edit Delete Set password				
<input type="checkbox"/>		(Not login yet) Sign up: 2023-06-15 17:05:06 Status: Active	Joe Nathan ID: 30147210 User name: joel Email: joel. VSee ID: joel Type: Provider	Jake Wallin's Clinic Code: T al5sq Link: to clinic	Edit Delete Set password User Role				

2. The Set Password pop-up will appear. Type in the password under the **New Password** field.
3. Click on **Update Password**.



SET PASSWORD

User name joel

New password

☐ Show password

Update Password Cancel

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