

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**.

Users

New userNew patientNew provider

ID

Full Name

Email

All status

All users

Select User Role

Select a clinic

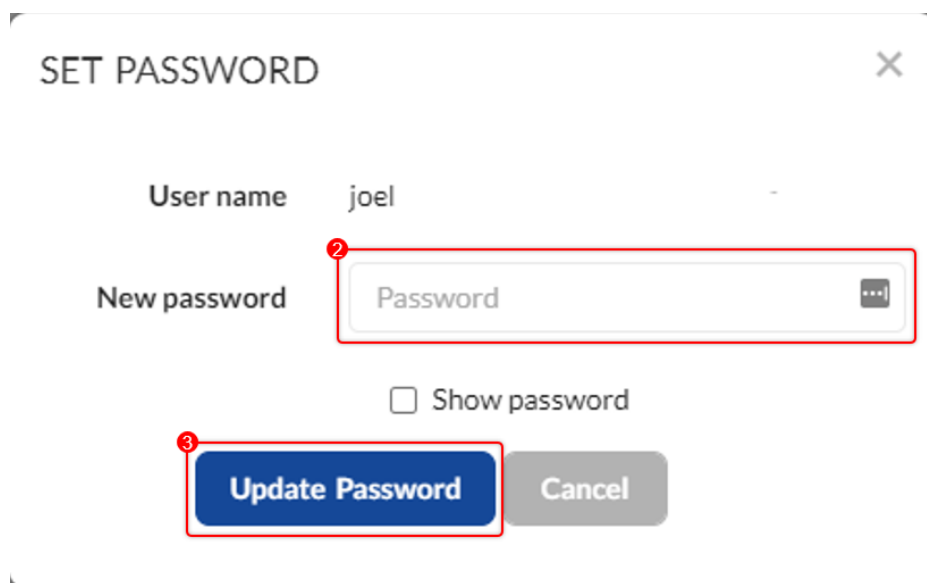
Select a room

Search

Export Providers

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

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

[Go back to the Admin Help Directory](#)