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## Set Password and Log In for the First Time

Joel Barcillo - 2023-07-24 - Clinician Guides

If you're an existing Welch Allyn Home Clinician, you will be sent an invitation e-mail to your registered e-mail address where you can set up your account to the Clinic Portal. The e-mail will have the subject: "You are Invited to Your New Welch Allyn Home Clinic!"

### Set Password

You can set your account password to the Clinic Portal by following the steps below:

1. From the invitation email, click on **Set Password Now**. The link will be opened on your default internet browser.
2. On the fields shown, enter and confirm your new password. Click on **Password Requirements** to ensure the requirements are met before nominating a password.
  - The password must have at least 6 characters.
  - The password must contain at least one of the English uppercase characters (i.e. A-Z), one of the English lowercase characters (i.e. a-z), and one of the base 10 digits (i.e. 0-9).
3. Tick the corresponding **checkboxes** to agree to the Terms of Service (Please note that this is required) and consent to participate in surveys.
4. Click on **Submit** once done
5. You will be taken to the login screen with a message confirmation of your password setting.

### Log In

1. Once you have set your password, you can now log-in to the Clinic Portal. Open the link to the login portal from your invitation e-mail. The link will be opened on your default internet browser.
2. On the login screen, input your registered e-mail address and the password you have set.

3. Click on **Login**. You will be taken to your clinic dashboard.

#### Existing Patients Data

Once you have successfully logged into your new Welch Allyn Home Clinic Portal, the data from your existing Welch Allyn Home patients would also be migrated and visible on your dashboard.

For more information on how to navigate the new portal, please see the article [Clinician Dashboard Navigation](#).

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