

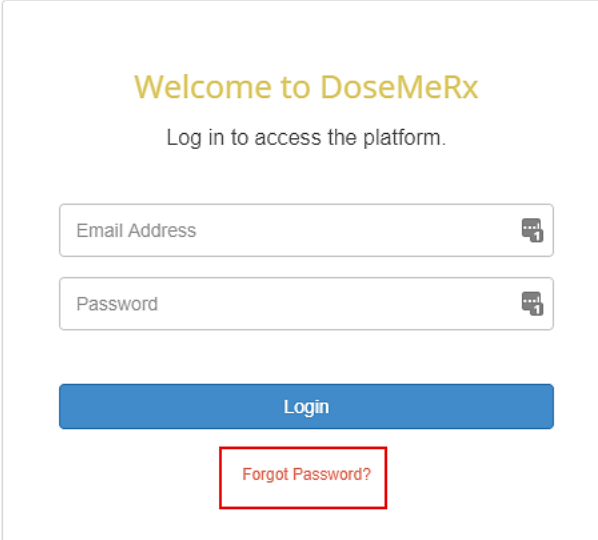
Manually Changing a Clinicians Password

How do I create a new password for a clinician at my hospital?

If you are an Administrative User within DoseMeRx, you are able to [manually change a password](#) for an authorized user at your facility.

However, the first step if a clinician is having issues logging into DoseMeRx is to instruct the clinician to head to <https://doseme-rx.com/login> and select "Forgot Password?"

The user will then be sent an email with password reset instructions.

The image shows a login interface for DoseMeRx. At the top, it says "Welcome to DoseMeRx" in yellow, followed by "Log in to access the platform." in black. Below this are two input fields: "Email Address" and "Password", each with a small icon of a person and a key. A blue "Login" button is positioned below the password field. At the bottom, there is a red-bordered box containing the text "Forgot Password?" in red.

If login issues persist or password reset email was not received, an Administrative User is able to [manually reset a password](#) for a clinician.

Once you've logged into DoseMeRx, click on the ADMIN tab in the top right corner of the screen. You will automatically be brought to the Admin- Main page.

Next, click the Clinicians tab on the left-hand side.

Admin - Main

Hospitals

Clinicians

Drug Limits

Patient Limits

Audit Log

Welcome to DoseMeRx Administration Section

Hello Ms Donohue, you are currently logged in at Training as [Administrator](#)

Hospital and Clinician Details

- View and switch hospitals
- Add units to your hospital
- Setup a new clinician
- View or edit clinician details
- Add or remove a clinician from a hospital

Patient and Drug Limits

- Limits and constraints for patient data
- Defaults, limits, and constraints per drug

For a quick find, you can type in the user's email in the search field and select Edit

Admin - Main

Hospitals

Clinicians

Drug Limits

Patient Limits

Audit Log

Clinicians at Training

[+ Add a clinician](#) [+ Add existing clinician](#)

Show per page (1 total entries)

Search:

Actions	Name	Email	SMS
<div><div>Enabled</div><div>Edit</div><div>Remove</div></div>	Emily Donohue	edonohue@dosemehealth.com	

Enabled Clinicians: 46

Previous **1** Next

Complete sections [Update Password](#) and [Confirm Password](#). Click save.

Edit Clinician: Emily Donohue (edonohue@dosemehealth.com)

Email	<input type="text" value="edonohue@dosemehealth.com"/>
Title	<input type="text" value="Do not use title"/>
Given Names	<input type="text" value="Emily"/>
Family Names	<input type="text" value="Donohue"/>
Department	<input type="text" value="Pharmacy"/>
Cell Phone (SMS)	<input type="text" value="+"/>
Update Password	<input type="password"/>
Confirm Password	<input type="password"/>
<input checked="" type="checkbox"/> Enabled	
<input type="button" value="Save"/>	

Please communicate with clinician, informing he/she of new password.

Encourage clinician once logged-in to reset password again to something more secure, confidential, and easy to remember.

They are able to do so by clicking on their name in the top right-hand corner and entering new password and password confirmation.