Converting a Nurse to another Role That Requires a User Name

1. Create a new user through AdminBackdoor
   1. Enter username and email address and uncheck send email
2. Add the new role through AdminBackdoor
3. Go to the staff table in database and enter the username and new role (and employee ID if required).
4. Reset the user password to halfpint and require password reset on next logon.
5. Login as the user to test password and role and make sure you go to password reset (don’t reset password).

Notify the user with new username and password.

Notification:

Your Half-Pint user role has been changed to coordinator. Your user name is and your initial password is halfpint. After your initial logon you will be asked to reset your password.

Let me know if you have any questions or problems.