

MEDPM PASSWORD CHANGE REQUIRED THURSDAY, MAY 23, 2019 NEW PASSWORD REQUIREMENTS

In the ongoing effort to protect the data of our valued clients and their patients, MEDTRON is updating the password requirements of its software system **MEDPM** (Medtron Practice Management).

NOTE: The **MEDEHR** system is not affected as the password requirements below are already in place.

On Thursday, May 23, 2019 all users will be prompted to update their **MEDPM** password at first sign in. Users will then be prompted every 180 days to change their password. In the event that a user's security has been compromised, users may also change their passwords manually, see [To Change the MEDPM Password \(without system prompt\)](#) section of this news blast.

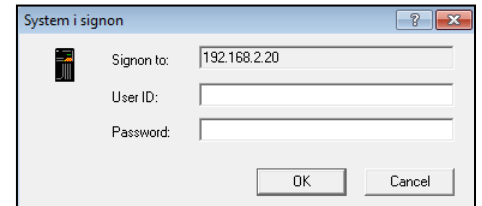
Password Requirements: must be a minimum of eight (8) and a maximum of twenty-four (24) characters, begin with a letter, mixed case (upper/lower), contain at least one (1) number and 1 special character (!, @, #, \$, %, ^, &, *, _). User name must not be included in the password.

Double click the MEDTRON (iSeries) icon.

A **System i signon** box may present prompting user to enter a password.

User is to enter the current **MEDPM** password.

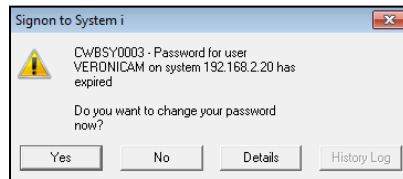
Click 'OK'.



The screenshot shows a dialog box titled "System i signon". It contains three input fields: "Signon to:" with the value "192.168.2.20", "User ID:" which is empty, and "Password:" which is empty. There are "OK" and "Cancel" buttons at the bottom right.

A **Signon to System i** box will present asking if user wants to change the password now.

Click 'Yes'.



The screenshot shows a dialog box titled "Signon to System i" with a warning icon. The text reads: "CWBSY0003 - Password for user VERONICAM on system 192.168.2.20 has expired. Do you want to change your password now?". There are "Yes", "No", "Details", and "History Log" buttons at the bottom.

The **Change System i Password** window presents.

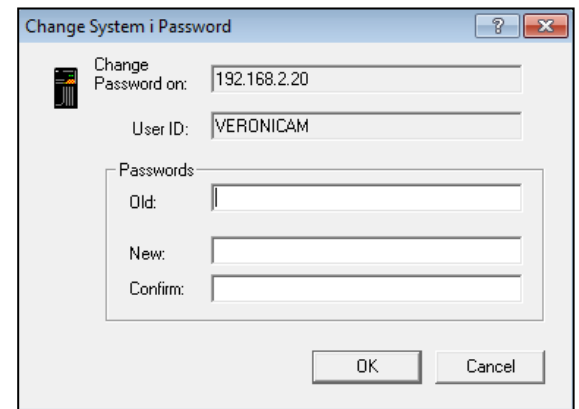
Passwords:

'Old' → key current password

'New' → key new password per **Password Requirements** section above

'Confirm' → Re-enter new password

Click 'OK'.

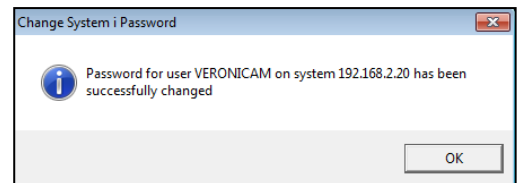


The screenshot shows a dialog box titled "Change System i Password". It contains four input fields: "Change Password on:" with the value "192.168.2.20", "User ID:" with the value "VERONICAM", "Old:" which is empty, "New:" which is empty, and "Confirm:" which is empty. There are "OK" and "Cancel" buttons at the bottom right.

NOTE: New password cannot be any of the last 5 passwords used.

A **Change System i Password** confirmation box presents to alert user the password has been successfully changed.

Click 'OK'.



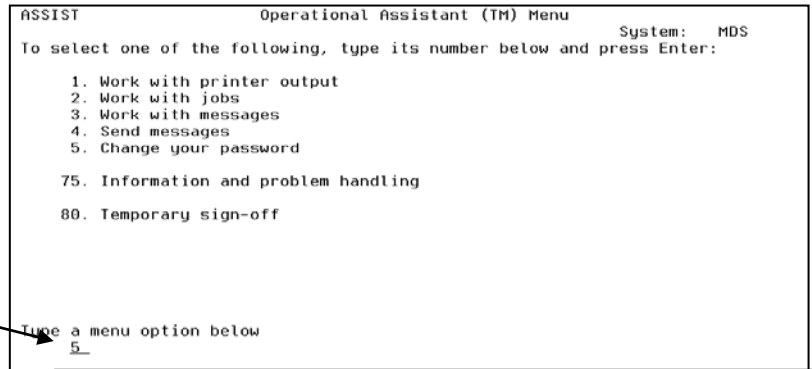
The screenshot shows a dialog box titled "Change System i Password" with an information icon. The text reads: "Password for user VERONICAM on system 192.168.2.20 has been successfully changed". There is an "OK" button at the bottom right.

To Change the MEDPM Password within MEDPM (without system prompt):

Double click the MEDTRON icon.
Log in with current user ID and password.
Once logged into MEDPM, press **Esc**.

The **Operational Assistant (TM) Menu** screen presents.

Key 5 to change password, **Enter**.

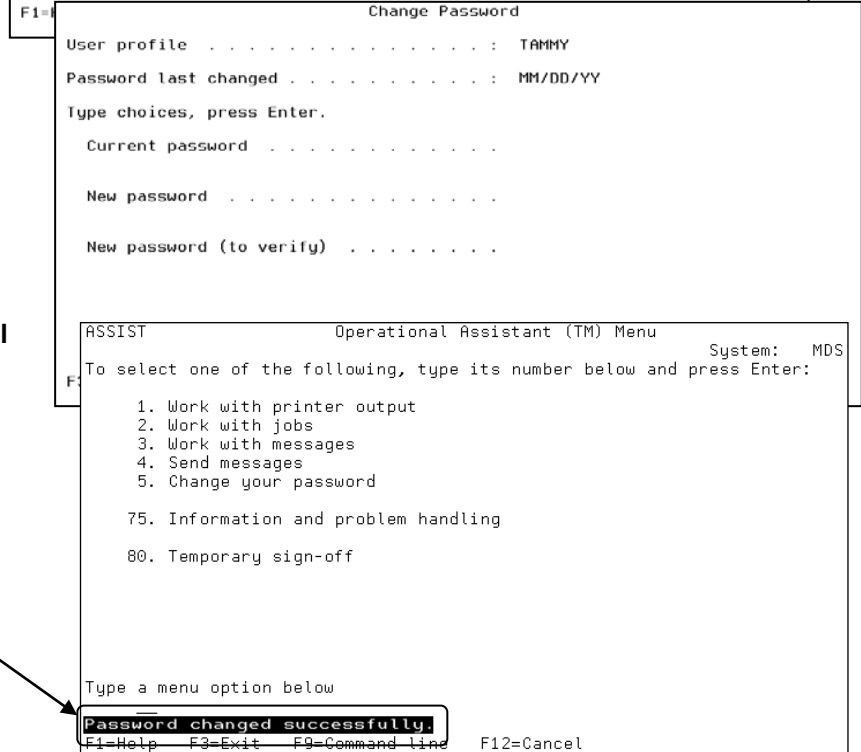


Change password according to the [Password Requirements](#) section of this news blast.

NOTE: New password cannot be any of the last 5 passwords used.

When completed, **Enter** to return to the **Operational Assistant (TM) Menu** screen which should present with "Password changed successfully" message at the bottom of the screen.

F3 Exit to return to the menu.



Contact Technical Support for assistance or any questions via:

From **MEDPM** or **MEDEHR** Sign On screens, double click on 'support@medtronsoftware.com' to compose an email to the Support Dept.

-OR-

Phone: (985) 234-0500 (local)
(866) 334-0500 (toll free)

-OR-

Fax: (985) 234-0619