**How to Reset Password**

Step 1: Login to Mede-care.

Step 2: Click on Settings 🡪 Facility 🡪 Employee User set up 🡪 Select The User you want to Change password.

Step 3: Check off option **Display on Screen** and Click on **Reset Password**.

Step 4: Copy new Temporary password.



Step 5: When User Logged in with Temporary password they should be able change the password.



Step 6: Apply changes and password should be changed.