



## Resetting a password

Being a Facility Administrator, you are now able to reset a user's password within the EDRS application. Below are the instructions for completing this process.

- 1) Log into EDRS.
- 2) On the left hand side, hover over the **Table Maintenance** tab. Go to **Table Maintenance** → **Security** → **Users**.

The screenshot shows the EDRS application interface. At the top, there is a navigation bar with the following tabs: Main, Life Events, Queues, Reports, Forms, Table Maintenance, and Help. The 'Table Maintenance' tab is selected, and a dropdown menu is open, showing 'Internal Testing Tools', 'Organizations', 'Security', and 'Users'. The 'Users' option is circled in red. Below the navigation bar, there is a 'Fast Links' section with several icons and labels: Messages, Current Activities, Users, Registration Work Queue Summary, Death Locate Case, and Death Start/Edit New Case.

This will bring you to the User's page where you will enter the last name or the user name in the proper fields in order to access the user's account.

- 3) Once you have entered either the last name or user name, click the **Search Current** button.

The screenshot shows the 'Search for a User' form. It has three input fields: 'Username' (containing 'testdoctor'), 'Last Name', and 'Office'. Below the 'Username' field is a tooltip that says 'Enter the name of the user to search for.'. To the right of the input fields are three buttons: 'Search Current' (circled in red), 'Search All', and 'New User'.

This will return all user accounts that match the search criteria you have entered. If searching by user name, this should return only one account. If searching by last name, it may return more than one user account depending on if there are more than one user with the same last name associated with your facility.

4) In order to access the user account, click on the **User Name** link, as shown below.

Search for a User [Search Current](#) [Search All](#) [New User](#)

Username:  Last Name:  Office:

User Name ↑	Name	Office Name	Start Date	End Date
<a href="#">testdoctor</a>	Test, Doctor	Adventist Medical Center	07/15/2016	

Total Records: 1

After clicking the User ID, it will open the **User Summary** page. This page shows all the information associated to this particular user, such as address, contact information and so on.

**User Summary**

**User Id:** 30572  
**User Name:** testdoctor  
**Password Expiration:** 10/16/2016  
**Start Date:** 07/15/2016  
**End Date:**  
**Logon Attempts:** 0

[Update Login Information](#)

**Name:** Doctor Test  
**Title:** Doctor of Medicine  
**User Address:**  
 1234 Test Street  
 Portland, Oregon 97232  
**User Mailing Address:**  
 1234 Test Street  
 Test, Oregon 97232

[Update User](#)

**Work Number:**  
 123 456-789 Ext  
**Cell Number:**  
 -  
**Home Number:**  
 - Ext  
**Fax Number:** 987 654-321 Ext  
**E-mail:**  
 krystalyn.salyer@state.or.us  
**Preferred Contact:**

[Update Contact Information](#)

**Medical License:**  
 MD00000  
**NPI Number:**  
**Funeral Director License:**

[Update Licenses](#)

Adventist Medical Center  
 Doctor Test is authorized to sign for the following events: Birth, Death, Fetal death

**User Type**

Medical Certifier

Total records : 1

**Office**

Adventist Medical Center

Total records : 1

**Roles**

External: Medical Certifier

Total records : 1

**Additional Business Functions**

No data found.

[Update Offices/Roles/Business Functions](#)

[Biometric Enrollment](#) [Return](#)

5) Click the **Update Login Information** link in order to reset the password for this user account.

**User Summary**

**User Id:** 30572  
**User Name:** testdoctor  
**Password Expiration:** 10/16/2016  
**Start Date:** 07/15/2016  
**End Date:**  
**Logon Attempts:** 0

[Update Login Information](#)

**Name:** Doctor Test  
**Title:** Doctor of Medicine  
**User Address:**  
 1234 Test Street  
 Portland, Oregon 97232  
**User Mailing Address:**  
 1234 Test Street  
 Test, Oregon 97232

[Update User](#)

**Work Number:**  
 123 456-789 Ext  
**Cell Number:**  
 -  
**Home Number:**  
 - Ext  
**Fax Number:** 987 654-321 Ext  
**E-mail:**  
 krystalyn.salyer@state.or.us  
**Preferred Contact:**

[Update Contact Information](#)

**Medical License:**  
 MD00000  
**NPI Number:**  
**Funeral Director License:**

[Update Licenses](#)

- 6) Enter a new temporary password in the **New Password** and **Confirm New Password** fields. (Note: The password must be between 6-10 characters and is case sensitive.)
- 7) Next, make sure to place a checkmark within the **Temporary Password** check box. This will force the user to choose a new password of his or her choice the next time they log on.
- 8) Click **Finish**

### Update User

Select to Update a User 1. User Account Step 1 of 9

**1. User Account**

- 1. User Account
- 2. Name and Address
- 3. Contact Information
- 4. Licenses
- 5. Office Affiliations
- 6. User Types
- 7. User Roles
- 8. Business Functions
- 9. Finish

**1. User Account**

Username:

Password:

Confirm Password:

Temporary Password:

Login(s) Attempted:  [Reset](#)

Password Expires:

Start Date:

End Date:

[Cancel](#) [Finish](#)

Password and Confirm Password do not need to be re-entered unless they need to be modified.

Please do not edit any other fields within this screen, such as changing the username, as it will cause issues with the user's account.

You have now successfully reset a password and are finished with this process.

If you have any questions, please contact the OVERS help desk at the number below.

**Center for Health Statistics Help Desk:**  
**971.673.0279**  
**Monday – Friday 8am – 5pm**