

Reset a users password

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Reset the Zedmed password for a user who has forgotten their password. This task is performed by the Practice Manager or a Zedmed user with administrator access.

To change a user's access, see the [Accounts and Security](#) guide.

To reset a user's password:

1. Go to Zedmed's **Utilities** tab.
2. Select **Security**.

The **Zedmed Security Roles and User** screen will open.

3. Select the staff member.
4. Right-click them and select **Set Password**.

The **Change Password** screen will open.

5. Enter and confirm the new password.
6. Provide the user with their new password, and ask them to change it once they have logged in.

Include a link to Zedmed's [change password](#) guide.

