

## Reset your Password

Matthew McGowan - 2016-07-20 - General

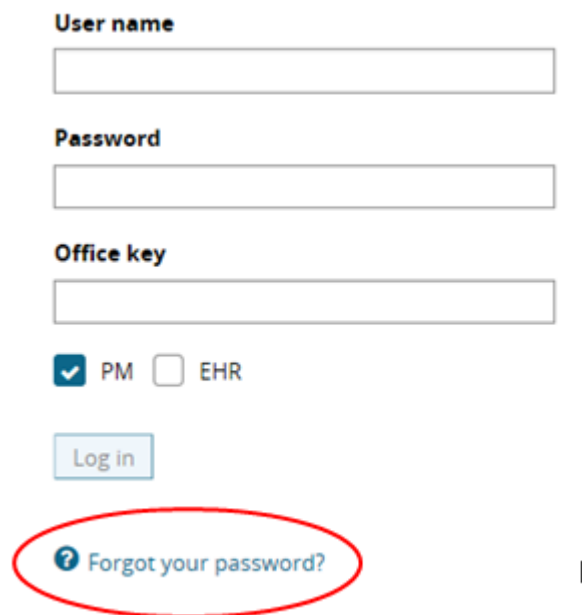
# Reset Password

If you forget your password, you can reset it from your AdvancedMD login screen.

Before you can reset your password, you need to set up four security questions and answers.

How to Reset Password

1. Go to the AdvancedMD login screen.
2. Click **Forgot your password?**



The screenshot shows the AdvancedMD login interface. It includes three input fields labeled 'User name', 'Password', and 'Office key'. Below these fields are two checkboxes: 'PM' (checked) and 'EHR' (unchecked). A 'Log in' button is positioned below the checkboxes. At the bottom of the form, the link '? Forgot your password?' is circled in red. To the right of this link is a vertical line.

3. Enter your **User Name** and **Office Key**. Click **Next**.
4. Answer the security questions. Click **Next**.
5. Enter and confirm your new password. Click **Next**.
6. Click **Finish**.

### Notes:

- A message will be sent to you via the email address you have set up in the **User Profile** screen indicating you have reset your password.
- A message that your password has been reset will also be sent to your administrator through the application's message feature.