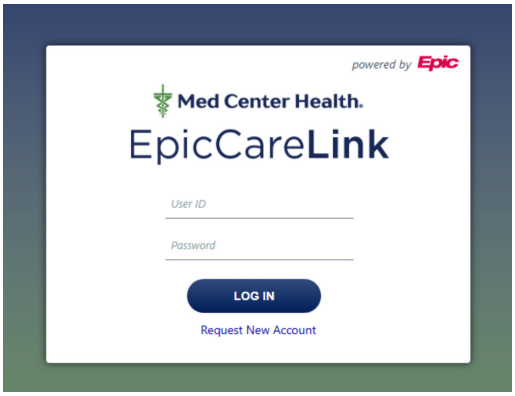
Med Center Health®

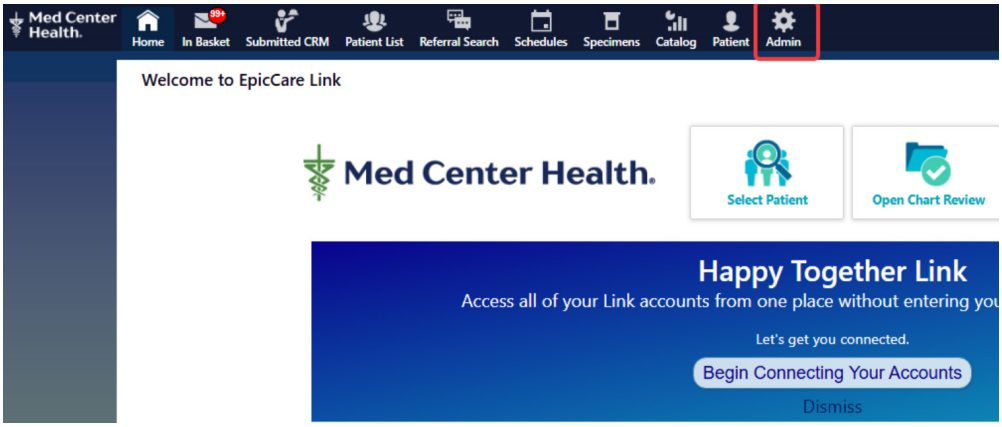
EpicCareLink

How to Reset a User's Password

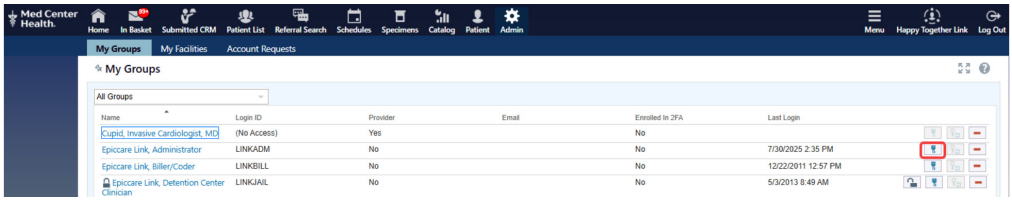
1. Login to your EpicCare Link account **(Site admins only)**.



2. Go to the **Admin** icon.

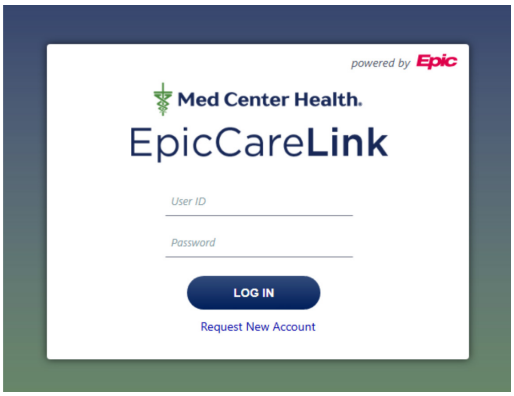


3. In the **My Groups** screen, look for the user from the list.
4. Click on the highlighted icon below on the right side of the user's row to reset the user's password.

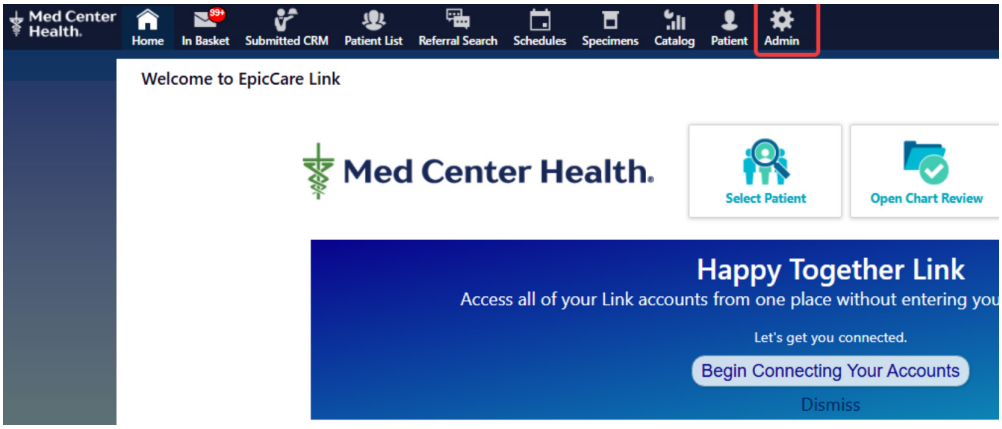


How to Unlock a User's Account

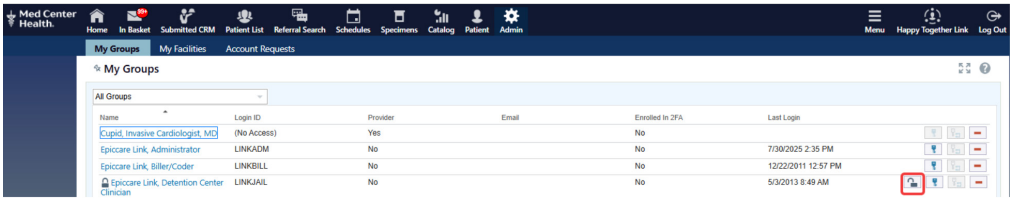
1. Login to your EpicCare Link account **(Site admins only)**.



2. Click on the **Admin** icon.

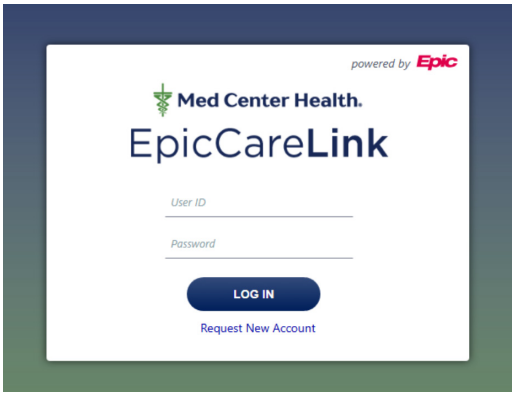


3. In the **My Groups** tab, look for the user from the list.
4. Click on the highlighted icon below on the right side of the user's row to unlock the user's account.

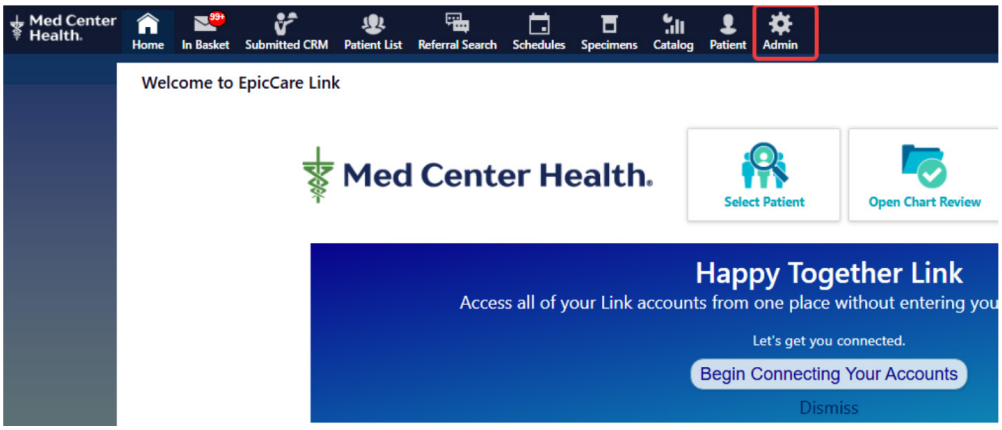


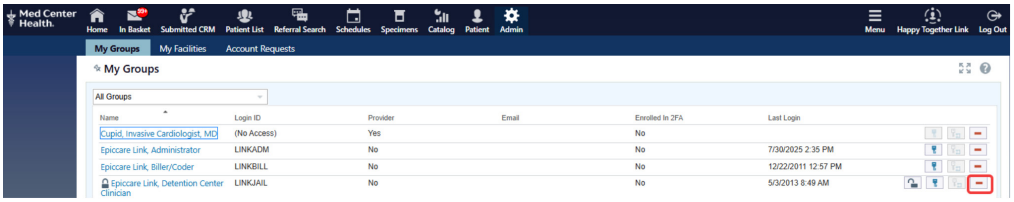
How to Deactivate a User's Account

1. Login to your EpicCare Link account **(Site admins only)**.



2. Click on the **Admin** icon.



3. In the **My Groups** tab, look for the user from the list.

4. Click on the highlighted icon below on the right side of the user's row to deactivate the user's account.
Note: Please promptly deactivate a user's EpicCare Link account if no longer employed by your organization for patient information safety and security reasons.