

CARE4 MODULE NAME: PCS, Web Acute, and Web ED

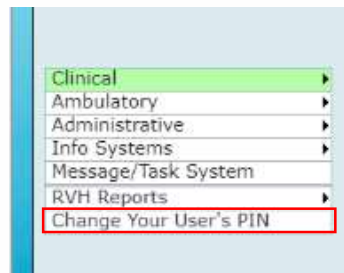
How to Change your PIN

Overview


This document provides instructions on how to change your PIN using the PCS, Web Acute, and Web ED Modules.

How to change your PIN

- Log into MEDITEC Expanse. The main menu screen will open, and you will see **Change Your User's PIN**.

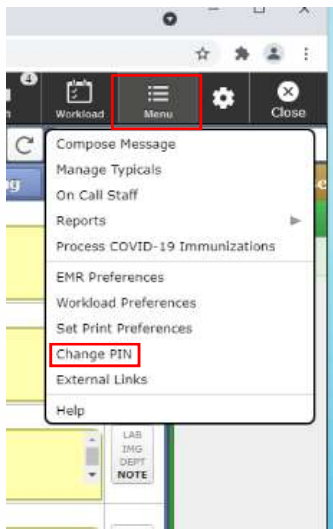


- Click Change Your User's PIN, and on the pop-up screen, you will be asked to enter your network password (this is the password you use to log into the computer system). Click in the green cell, type your password, then click enter.

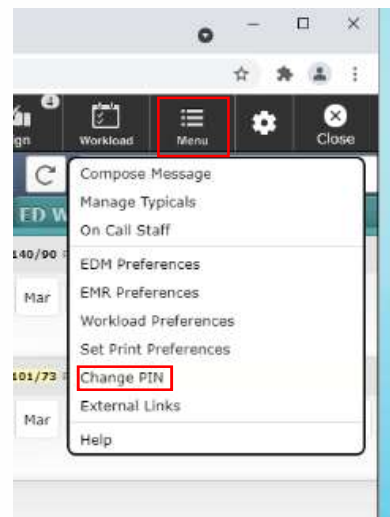
A screenshot of a PIN change form. It has three main sections: 'User' with a dropdown menu showing 'GUEST101RV' and 'Tim Guest'; 'Network Password' with a text input field highlighted in green; and two text input fields for '*Enter New PIN' and '*Re-enter to Verify', both highlighted with red boxes.

- After a few seconds as the computer validates your credentials, the *Enter New PIN will turn green. Click in it and enter your pin. (It is recommended to come up with a PIN that is easy to remember). Click Enter and then re-enter your PIN in the *Re-enter to Verify box, and then click **OK**. Your PIN will be saved and be ready to use.

- Web Acute and Web ED users can also change their PIN within the module by clicking on the **Menu** button on the Navigation bar, and then selecting **Change PIN**



Web Acute



Web ED

- Click **Change PIN**. On the pop-up screen you will be asked to enter your network password (this is the password you use to log into the computer system). Click in the green cell and type your password, and then click enter.

- After a few seconds as the computer validates your credentials, the *Enter New PIN will turn green. Click in it and enter your pin. (It is recommended to come up with a PIN that is easy to remember). Click **Enter** and then re-enter your PIN in the *Re-enter to Verify box, and then click **OK**. Your PIN will be saved and be ready to use.