

## Logging In & Password Reset - EDRN

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**Role(s): All Users**

### Objective

This job aid provides an introduction to logging into the Electronic Death Registration (EDRN) system and changing your password from within EDRN.

### Procedure: Logging In to the EDRN

#### Requesting Access to EDRN

Users of the EDRN system must be set up prior to first use. To request access to the system:

1.

#### Logging In

<screen capture of the Prod system logon>

1. Using the link provided to you from your accepted access request, log into the system:
  - a. **Domain:** <should this auto populate?>
  - b. **Username:** Type in your **ehealth Saskatchewan** username.
  - c. **Password:** Type in your **ehealth Saskatchewan** password.
  - d. Click **Enter** <is this correct?>

**NOTE:** Your eHealth password will expire after xxx days. You will receive a notice in advance of this timeframe to change your password from within the EDRN system. See next section for steps to proactively resetting your password before it expires.

If you do not change your password prior to expiry date.....

## Changing My Password Prior to Expiry

**eHealth Saskatchewan** Electronic Death Registration and Notification

**MI TRAINING**  
Medical Informant  
Training Hospital

**My Account**

**Username**  
HEALTH\BEFAIR

**Role**  
MEDICAL INFORMANT

**Facility**  
TRAINING HOSPITAL

To change your password please do so [here](#).

1. Click **My Account** button on the EDRN toolbar along the left side of your screen.
2. **My Account:**
  - a. **Username:** This field will auto populate with your username.
  - b. **Role:** This field will auto populate with your role.
  - c. **Facility:** This field will auto populate with your default facility / region.
  - d. **To change your password please do so here:** Click *here*.
3. **Change Password:**

**Change Password**

Select Domain  
eHealth Sask, Ministry of Health, Mamawetan Chur ▼

Username  
befair

Current Password  
.....

Check this box to confirm you want to proceed with changing your password.  
☒

Continue

- a. **Select Domain:** Choose the correct **domain** for the dropdown list.
- b. **Username:** Type in your **username**.
- c. **Current Password:** Type in your **current password**.
- d. **Check this box to confirm you want to proceed with changing your password:** Click the **checkmark box**.

- e. Click ***Continue***.

<cannot get into ehealth – authentication failure. Will try again in the morning to complete.....>

**End of Procedure.**