Change Long Password on SHA Device (On Site)

Acronym List

eHS   eHealth Saskatchewan
SHA   Saskatchewan Health Authority

Review History

Reviewed by	Review Date	Reason

Version History

Version	Implemented by	Revision Date	Approval	Reason
1.1	KBA – Nikki Zwirsky	May 31,2021		Create for fSunrise Password Change

![eHealth Saskatchewan logo]

Important Pre-Requisites

- Before starting the process, please ensure you know your long password as it will be asked for in the process.

  NOTE: If you do not know your long password, please contact the **eHealth Service Desk** at **1 888-316-7446** to have your password reset and use that password in this process.

- This process assumes you have access to a SHA physical computer (Laptop/workstation) that uses Windows and is connected to the SHA corporate network.

- These instructions **do not apply** to people who connect to VDI from a thin client on site.

Change Long Password

1. Login to Workstation

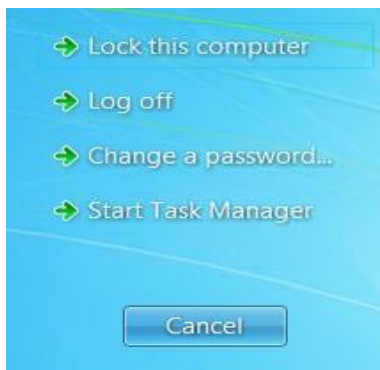a. Log into your SHA Device with your Sunrise username and password.
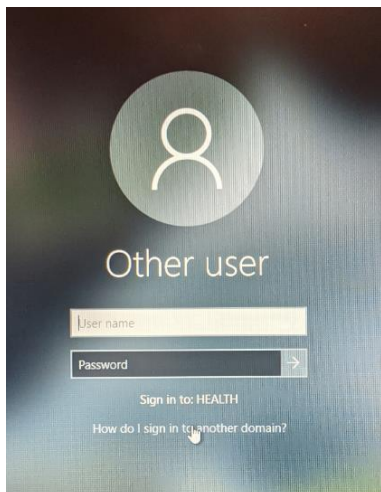
b. Once you have entered your login credentials, press the **Enter** key or click the **right arrow** button to submit.

2. Change Password

a. While logged onto the workstation press **[Ctrl] + [Alt] + [Delete]** keys.

b. Choose **Change a password** from the following options:

c. You will now see the **Change Password** screen.

d. To change the password:

   i. Type in the default password into the **Old Password** field.

   ii. Type in a new password of your choice into both the **New password** and **Confirm password** fields.

   NOTE: Password needs to be 8 characters with at least 1 upper case, 1 lowercase and 1 number (or special character).

   iii. Press the **Enter** key or click the **right arrow** button to submit password changes.

   iv. You should receive a password change confirmation.

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