Change Long Password on SHA Device (On Site)

Acronym List.................................................................................................................................................. ii
Review History................................................................................................................................................ii
Version History............................................................................................................................................... ii

Important Pre-Requisites.................................................................................................................................. 1
Change Long Password..................................................................................................................................... 1

1. Login to Workstation ................................................................................................................................. 1
2. Change Password......................................................................................................................................... 1
Acronym List

- eHS: eHealth Saskatchewan
- SHA: Saskatchewan Health Authority

Review History

<table>
<thead>
<tr>
<th>Reviewed by</th>
<th>Review Date</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Version History

<table>
<thead>
<tr>
<th>Version</th>
<th>Implemented by</th>
<th>Revision Date</th>
<th>Approval</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
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<td>KBA – Nikki Zwirsky</td>
<td>May 31, 2021</td>
<td></td>
<td>Create for fsunrise Password Change</td>
</tr>
</tbody>
</table>
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.

   ![Sunrise login screen]

   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:

![Change a password options](image)

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

![Change Password screen](image)

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.

[Return to first page]