

Change Long Password using VDI (On Site)

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Acronym List

eHS	eHealthSaskatchewan
SHA	Saskatchewan Health Authority
VDI	Virtual Desktop Infrastructure

Review History

Reviewed by	Review Date	Reason

Version History

Version	Implemented by	Revision Date	Approval	Reason
1.1	KBA – Nikki Zwirsky	May 27, 2021		Create for fSunrise Password Change

Important Pre-Requisite

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.

Log On to Thin Client Using Smart Card

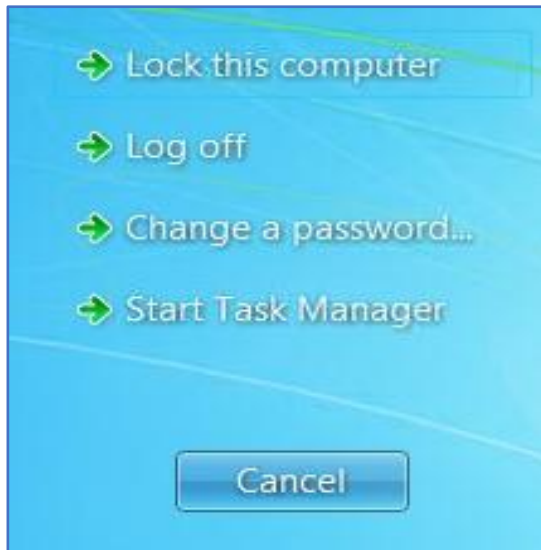
1. Insert your Smart card into the card reader /smart card keyboard.
2. Type in the 4-digit default Smart card PIN.

NOTE: If you do not know your Smart card PIN, please contact the **eHealth Service Desk** at **1-888-316-7446**.

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Change Long Password

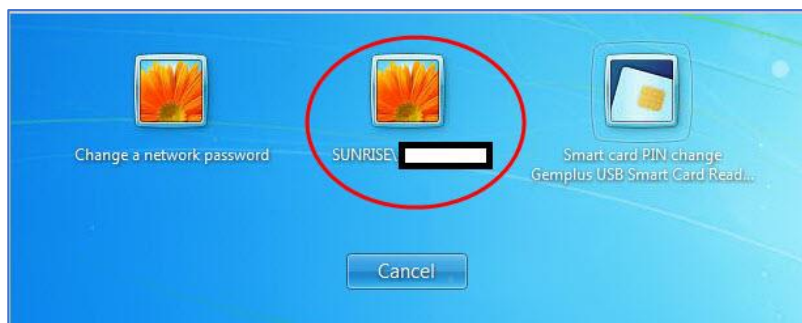
1. While logged onto the workstation, from the keyboard press **[Ctrl] + [Alt] + [Delete]**.
2. Choose **Change a password** from the following options:



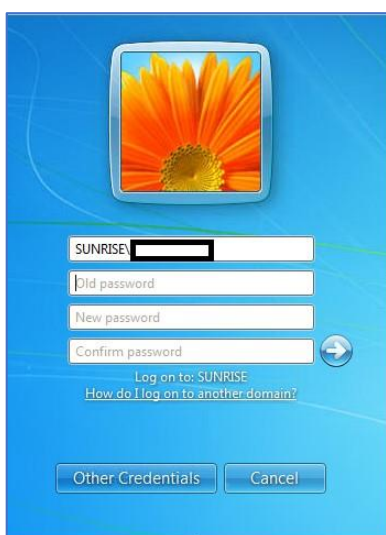
3. The computer will read your Smart card. Click **Other Credentials**.



4. Choose your user account that you would like to change the password for.



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



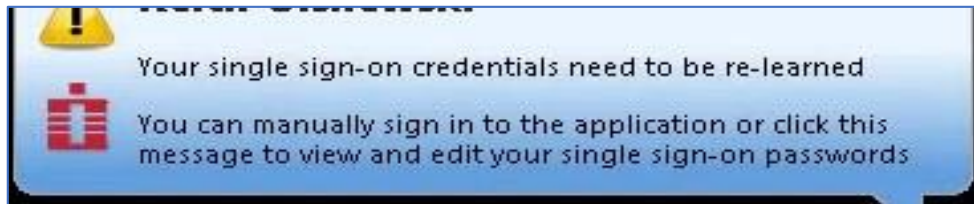
6. To change the password:
 - a. Type in the default password into the **Old Password** field.
 - b. Type in a password of your choice into both the **New password** and **Confirm password** fields.

NOTE: Password needs to be 8 characters with at least 1 upper case, 1 lowercase and 1 number (or special character).
 - c. Press the **Enter** key or click the **right arrow** button to submit password changes.
 - d. You should receive a password change confirmation.

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Update Imprivata Single Sign On Passwords

If you have Imprivata Single Sign on to store your credentials for applications, the next time you try to open those applications, the login will fail and you will see the following message briefly in the lower right.



1. Manually log into the application with your AD credentials and new long password to save the new credentials to be entered automatically in the future.

NOTE: For some applications, Imprivata will open a new Window for you to enter your credentials.

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