

# Changing Your Password

## Changing your password for MDC & PS: All Users

It is strongly advised that all users change their password from the one initially issued.

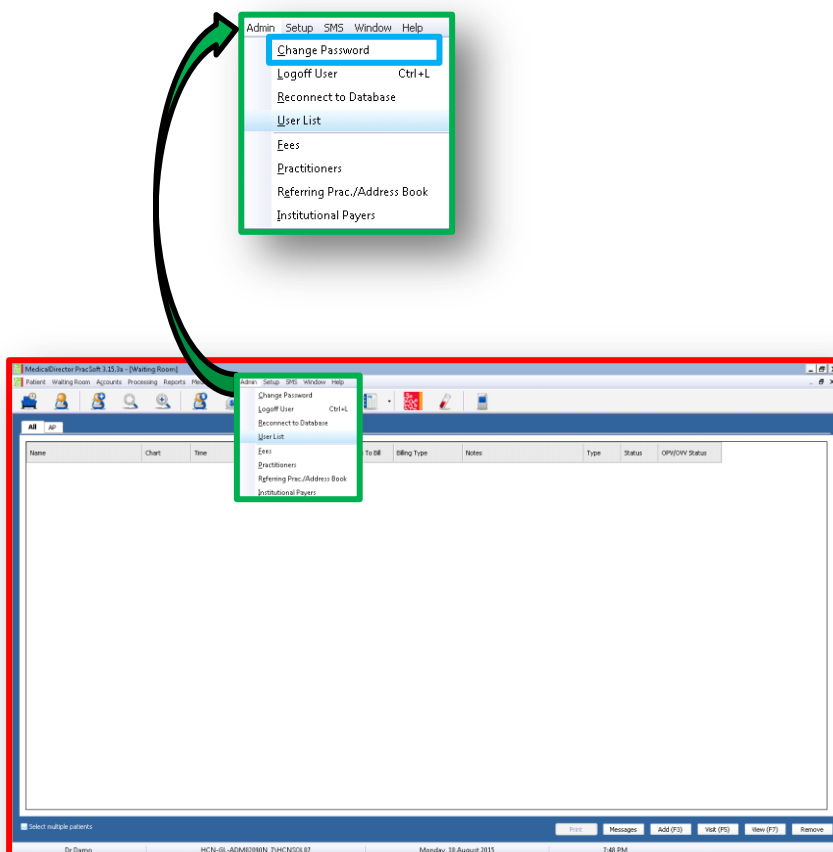
This guide will show you how to change your password in Medical Director Clinical (MDC) & Medical Director PracSoft (PS). The option to change your password for both MDC & PS is found within PS.

**If you only have access to MDC**, your password can be changed by your Practice Manager. You will need to ask them for assistance in giving you access to the password change screen within MDC..

1. To begin, log into **Medical Director PracSoft**. (if unsure how to login, please see: Medical Director PracSoft – Getting Started guide here)

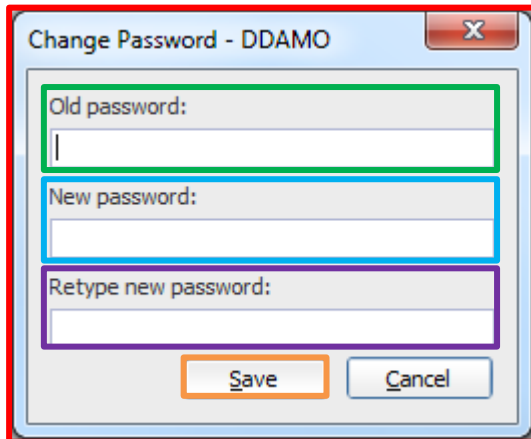


2. From the **PS home screen**, select **Admin** then **Change Password**



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- This will open the **Change Password window** and you will be prompted to enter your **current password (Old password)**, enter a **new password** and then **re-enter the new password** to confirm the password change.



*Please note: It is highly recommended that you make the password at least 8 characters, containing a combination of numbers, letters and special characters*

- Hit **Save** to save your new password.

This will change your password for both PS & MDC.

- You may see one of the **error messages below** after hitting **Save**  
If so, hit **OK** then re-enter the password details, correcting the error identified

