

RESETTING A ONE-TIME PIN

MEDITECH 6.0

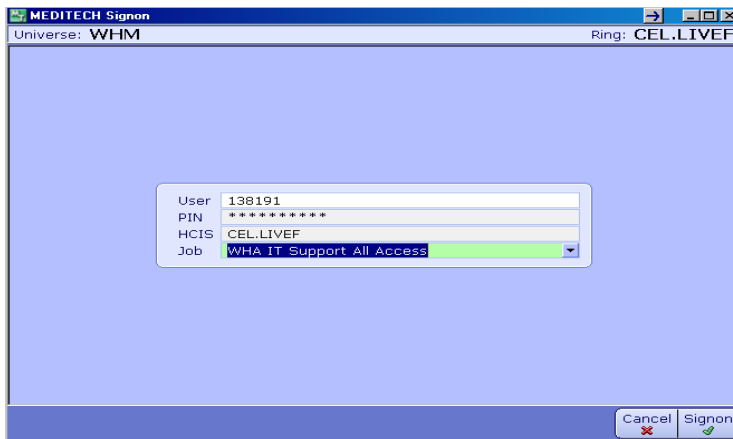
CONNECT TO MEDITECH

- Select the Meditech icon on your desktop to launch Meditech 6.0.

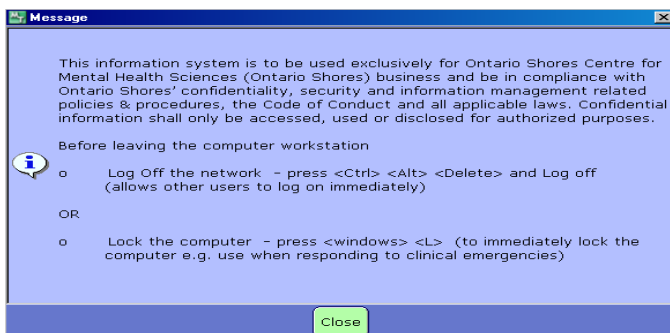


Logging into Meditech

- Launch the Meditech Application
- Select the Signon button.



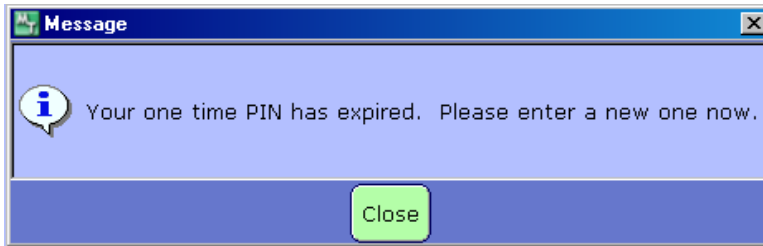
You will receive a screen regarding confidentiality for you to review.



- Select Close

RESETTING YOUR PIN

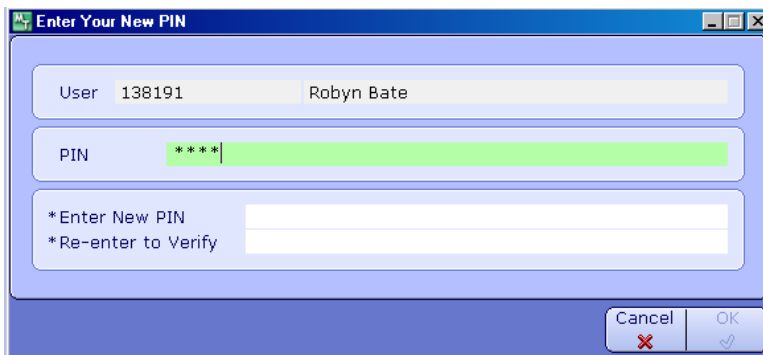
You will receive the below screen indicating that your PIN has expired.



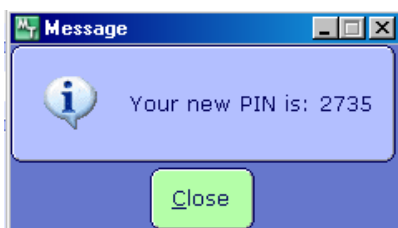
- Select Close to enter your new PIN.

You will be required to enter your four digit PIN. You will receive this PIN from the IT Helpdesk.

- Enter you four digit PIN
- Hit Enter



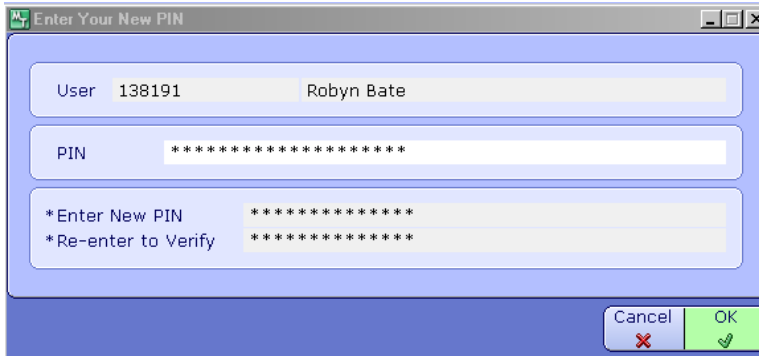
A screen will pop up with your new PIN. It is important to remember this PIN as it will be the one assigned to your account. *(the below PIN is not your PIN, but an example of the screen you will view).*



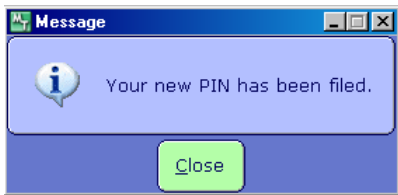
- Select Close

You will then see that the new PIN has populated the 2 bottom fields (*Enter New PIN & *Re-enter to Verify)

- Select OK



You will receive confirmation that your Pin has been updated and filled.



- Select Close.

The training modules are now available at:

<http://www.ontarioshores.ca/Meditrain/>