

RESETTING A PASSWORD FROM INSIDE SAHEMS

STEP ONE

Click on your name and got to “My Profile”

The screenshot shows the SAHEMS interface. At the top right, the user's name and email address, 'shane.bolton@health.sa.gov.au', are displayed and highlighted with a red box. A red arrow points from this box to the 'Change Password' tab in the 'PROFILE ACCOUNT' section. The 'Change Password' tab is also highlighted with a red box. The page shows fields for Username, Email, First Name, Last Name, Mobile, Office Phone, Office Phone Ext, and GRN ID.

STEP TWO

Click on “Change Password”

STEP THREE

Enter new password into both boxes

The screenshot shows the SAHEMS interface. The top navigation bar includes 'SAHEMS', 'Form', 'Activity', and a user profile for 'shane.bolton@health.sa.gov.au'. A warning banner states: 'Warning! You are currently not assigned to a role, and therefore only have Read Only access. To take a role, go to the Role Board'. The left sidebar lists various system functions, with 'Users & Groups' selected. The main content area is titled 'Edit User' and features a profile card for 'Shane Bolton' with a 'Current Role : (none)'. The 'PROFILE ACCOUNT' section has tabs for 'Personal Info', 'Group Info', 'Change Password', and 'Privacy Settings'. The 'Change Password' tab is active, showing two input fields: 'Password' and 'Password Confirmation'. A 'Save Changes' button is located below these fields. Red arrows highlight the 'Change Password' tab, the input fields, and the 'Save Changes' button.

STEP FOUR

Click to save changes



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