

This quick reference provides instructions on synchronizing Alberta Netcare Portal (ANP) and Pharmaceutical Information Network (PIN)/Person Directory (PD) passwords.

Update your ANP Password

- 1 Click **Common** in the menu bar, then **My Details**.
- 2 Click the Change Password button below your username and complete the fields in the pop-up window. Click Change Password when done.

Change Pass Old Password *	ord	
New Password *	Use at least 8 characters. Don't use passwords from another site of comethina too obvious such as your user ID, given name, or famil	
Confirm Password *	omenning too oorlous such us your user 10, given nume, of junu	g nume.
Change Passw	d Cancel	

You can change your ANP password at any time, but you will also be prompted to change it before the **120-day** expiry date.

Alberta Health applications and systems must meet the following password standards:

- Minimum length of 8 characters
- Must include a combination of 3 of the following:
 - alpha-upper case (e.g., ABCDE)
 - alpha-lower case (e.g., fghij)
 - o numeric (e.g., 12345)
 - special characters (e.g., @#\$%&)
- Must not contain your username or full name
- Must expire after 120 days
- Cannot be reused for 13 iterations
- A minimum of 5 invalid logins is permitted before being locked out.
- 3 Click **Update Preferences** at the bottom of the page to save the changes.

Synchronize PIN, PD and ANP Passwords

Depending on your user role, you may also have access to the PIN and/or PD applications from within ANP.

Your PIN/PD password expires every 120 days.

Synchronize your PIN/PD passwords to ensure you can access PIN and/or PD without having to log in each time.

- 1 Once you have updated your ANP password, open the PIN or PD application by clicking on the corresponding icon.
 - a To open PIN, go to the **Medications tab** in ANP and click the PIN icon.



b To open PD, your homepage must be configured with an Open PD button as pictured below. <u>Learn how to configure PD</u>.

 COMMON My Details Worklists 	Search for a Patient Patient Search	t	
Manage Notifications	Identifier		
FAVOURITES	Identifier Type	PHN / ULI	~
SEARCHES	Last Name		
EREFERRAL	Fest Name		
CLINICAL ETOOLS	Middle Name/Initial		
NOTIFICATIONS			
RESOURCES			
MESSAGING			
	Search Gear	Enter a new favourite search	
	Enter search oriteria abov		
	Person Directory		

2 A password change prompt will appear with

*5	Login ID:	dwcommuser		* required
	Old Password:		*	
	New Password:	-		
	Confirm New Password:			



prepopulated login ID and password fields.

Enter the ANP password you created into the **New Password** and **Confirm New Password** fields. Then click **Change Password**.

NOTE The PIN/PD user ID is also referred to as the Netcare EHR user ID.

Enter Your New PIN/PD Password in My Details

Now that you have changed your password in the PIN or PD application, you will need to enter the new password in **My Details** in ANP.

- 1 Click **Common** in the Menu Bar, then click **My Details**.
- 2 Scroll to the bottom of the page until you see the field. Type in your PIN/PD user ID.
- 3 Click Update Password and type your PIN/PD password.
- 4 Scroll to the bottom of the page and click **Update Preferences**.

Your ANP password is now synchronized with your PIN/PD password.

Provincial Service Desk

If an error message displays, or if you require a password reset, call 1-877-931-1638, 24/7

TIP

Learn how to <u>Navigate and view in PIN</u>. Learn how to <u>Navigate and view in PD</u>.