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.

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:
  o alpha-upper case (e.g., ABCDE)
  o alpha-lower case (e.g., fghij)
  o numeric (e.g., 12345)
  o 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. [Learn how to configure PD](#).

2   A password change prompt will appear with

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 [Navigate and view in PIN](#). Learn how to [Navigate and view in PD](#). |