



## How to Request Accounts and Change Passwords

### *Seton Network and COMPASS Accounts Explained*

Your **Seton Network Account** was issued when you were credentialed at Seton. This is what you use anytime you log into a computer within a Seton facility to check your email, visit to a website, etc. When accessing COMPASS from your office or home, the Seton Network Account (sometimes called an Active Directory Account) allows you past the Seton security firewall and into the Seton Network to access various applications.

Once inside the Seton firewall, your **COMPASS** account allows you to access COMPASS.

### *How to get a Seton Network Account or Password*

If you do not have a Seton Network Account or cannot remember your Seton Network Account password, contact the Seton ServiceDesk at (512) 324-1675 for assistance.

### *How to get a COMPASS Account or Password*

If you are a Seton credentialed physician and do not have a COMPASS Account, please contact Kathleen Lawson with MedStaff Services at 324-1287. If you are a resident and do not have a COMPASS Account, please contact Mary Matus with AMEP at 324-7864. If you cannot remember your COMPASS password, contact the Seton ServiceDesk at (512) 324-1675.

### *Seton Healthcare Network Electronic Password Guidelines*

Passwords must be least eight characters in length. Strong passwords are recommended whenever feasible and usually include:

- Upper and lower case characters,
- Numeric digits, and
- Punctuation characters.

Password should not be:

- Based on personal information,
- Easily guessed, or
- Written down.

It is strictly prohibited to share password(s) with any other person. It is also forbidden to use systematic saving/caching features which allow systems to store password information.

## Changing Your Seton Network Password

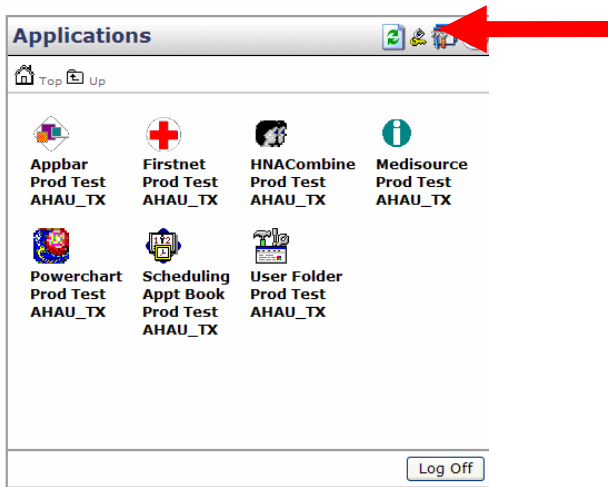
**NOTE:** If this is the first time logging on with a Seton Network account, a prompt will appear requiring you to change your password. Follow the instructions below to reset this password when necessary. If you encounter any issues while trying to log on, please contact the Seton Service desk at 324-1675.

1. Enter your *Seton Network Account* user credentials into the **Username** and **Password** boxes.

2. A prompt will display indicating the password must be changed as noted in the oval below. If not already filled in, enter the old password. Then enter a new password twice and click **OK**.

3. After changing your password, the COMPASS application set will display.

- If, for any reason you need to change your password before it expires or if you feel the password has been compromised, you can select the key icon at the top of the Application Screen to change the password.



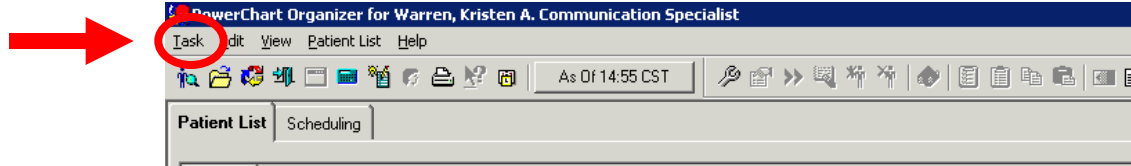
- If not already filled in, enter the old password. Then enter a new password twice and click **OK**.



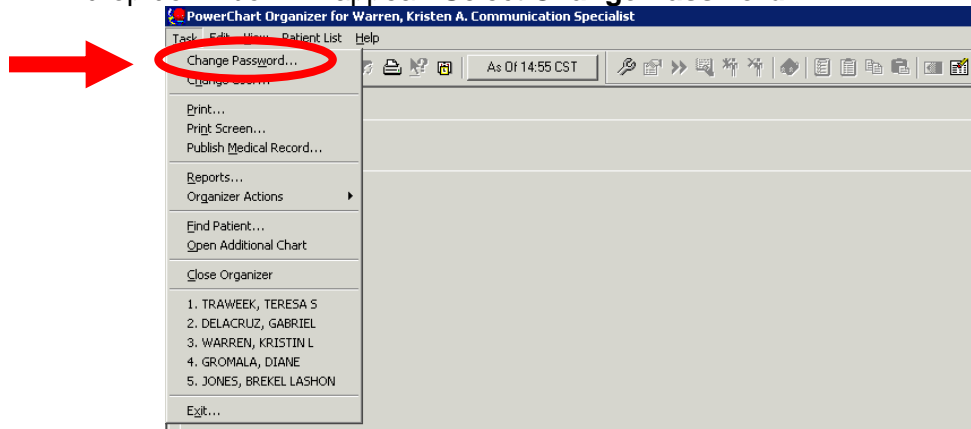
## Changing Your COMPASS Password

COMPASS Account passwords are required to be changed every ninety days. However, you may reset your COMPASS password any time you choose. This is particularly helpful if you like to synchronize your COMPASS password with other system passwords.

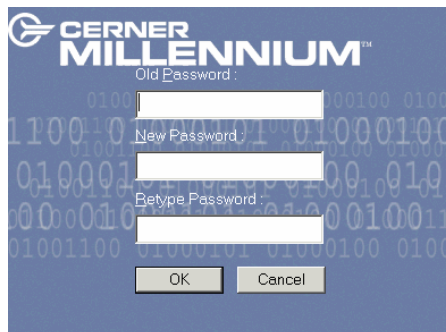
1. With your COMPASS application open, select **Task** from the toolbar at the top of your screen.



2. A drop down box will appear. Select **Change Password**.



3. If not already filled in, enter the old password. Then enter a new password twice and click **OK**.

A screenshot of the Cerner Millennium password change dialog box. The dialog has a blue background with the Cerner Millennium logo at the top. It contains three text input fields labeled "Old Password:", "New Password:", and "Retype Password:". Below the fields are "OK" and "Cancel" buttons. The background of the dialog features a pattern of binary code (0s and 1s).