

## Exa<sup>®</sup> PACS/RIS

Feature Summary: Change Your Password

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1. Click the hamburger menu 🔳 button.



2. Click the Konica Minolta logo.



3. In the My Profile dialog box, click CHANGE PASSWORD.

My Profile				EXA Ver	sion X.X.X	$\otimes$
					SAVE CHANGE	PASSWORD
Username	marytest					~
Name *	Mary	ĸ	Test	Suffix		N
Default device *	Select T Auto Open Dictation On device					
Default Location *	The Great Health Facility   Always open schedule book in new tab					
Rows To Display	20 • Themes defa	ault • Culture	English-US V Pin	Main Navigation M	enu 🗌 Hide WorkList Icons	
	Hide Order Menu					
Bandwidth	Select •					
Session Interval	20 (mins)					
Default Scheduling	Radiology O Provide	r				
						CANCEL



4. At the bottom of the dialog box, in the **Current Password** box, type your current password or the temporary password provided by your administrator.

Current Password	
New Password	
Confirm	
New Password	
	SAVE PASSWORD

- 5. Type your new password twice, and then click **SAVE PASSWORD**.
- 8. Click SAVE.