

# RESET A LOGIN



If a resident has forgotten their password or is having issues logging into the system, please reset their login information.

To reset a login you will have to login to the Case Log System.

Once logged in select **Program Setup**. Select **User Update** under the Resident heading (fig. 1).



Figure1: Program Setup

Select **Change** next to the resident's record (fig. 2).

A screenshot of a table titled 'User Update' showing a list of residents and their user IDs. The table has three columns: 'Resident Name', 'User ID', and 'Action'. The 'Action' column contains 'Add' for the first two rows and 'Change' for the remaining five rows. A 'Close' button is located at the bottom of the table.

Resident Name	User ID	Action
dd dd		Add
Doe John Q.		Add
Green Mark	MGreen	Change
Resident General Surgery	res440	Change
Resident Jason	999	Change
Resident Jr Test	res440jr01	Change
Smith John	jwsmith2	Change

Figure 2: User Update

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A window will now appear where you can either change the user ID and the password. Please take note of the user ID and change the password. Select **Save** to update the login information (fig. 3).

Case Entry Program Setup Year End Reports Handheld

https://www.acgme.org/resid-78140?action=changeRay-2007 - Update Resident Infor...

Program 4401234567 : General Surgery Program Name

Update Resident Information:  
(Fields marked with an asterisk \* must be entered)

Resident SSN	First Name	MI	Last Name
02042 *	Jason *		Resident *

User ID	Password	Confirm Password
999	.....	.....
Active	Year	PDA
<input checked="" type="checkbox"/>	2 *	<input type="checkbox"/>

Save Cancel

Done Trusted sites 100%

Figure 3: Change Login

A verification screen will appear advising you that the login information has been saved. Press **OK** (fig. 4). **Please Note:** Allow the system a minute to update the login information before you attempt to login

Case Entry Program Setup Year End Reports Handheld

https://www.acgme.org/resid-78140?action=changeRay-2007 - Update Resident Infor...

Information for the Resident SSN '02042 has successfully been updated into the database. Press OK to close.

OK

Done Trusted sites 100%

Figure 4: Login Saved