

All WyIR users, regardless of permissions, have the ability to manage their own password settings.

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> Initial Password Set Up

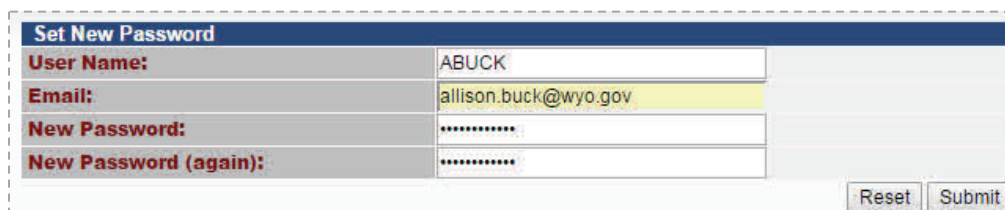
Once a new user has been added to the WyIR by their Facility Contact, the user will receive an initial email from **WyIR Scheduler** titled “**New Password Set Up**”. This email will contain:

- > The user’s **WyIR User Name**, as requested by the Facility Contact.
- > A **Password URL**, which will link to the **Set New Password** page on the WyIR.

To establish the initial password, complete the following fields:

- > For **User Name**, enter the user name sent in the WyIR Scheduler email.
- > For **Email**, enter the email to which the WyIR Scheduler message was sent.
- > For **New Password**, create a strong password that contains both upper and lowercase letters, numbers and symbols. Never share this password with anyone.

After clicking **Submit**, a message will appear that the password has been set successfully. The WyIR user will now be able to log in and out using this password.



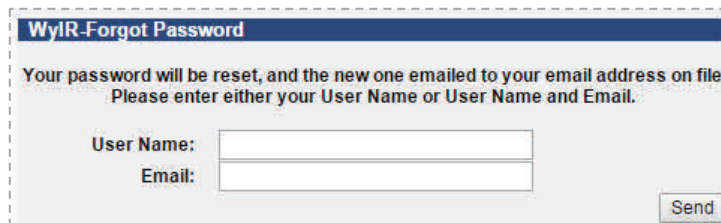
Set New Password	
User Name:	ABUCK
Email:	allison.buck@wyo.gov
New Password:	*****
New Password (again):	*****
Reset Submit	

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>> Password Reset

To reset a forgotten password, the following steps are taken:

1. From the Login Page of the WYIR, locate the blue **Forgot Password** hyperlink under the User Name and Password fields.
2. Enter the following information into the fields that appear:
 - > For **User Name**, enter the user name for the WYIR account.
 - > **Email** is optional. If you choose to enter an email, enter the email address associated with the WYIR account as provided in the WYIR User Access Form.
3. Click **Send**. An email containing further instructions will be sent to the email address entered.



The screenshot shows a web form titled "WYIR-Forgot Password". Below the title, it says: "Your password will be reset, and the new one emailed to your email address on file. Please enter either your User Name or User Name and Email." There are two input fields: "User Name:" and "Email:". A "Send" button is located at the bottom right of the form.

To reset a forgotten user name and password, the following steps are taken:

1. Contact WYIR Support at wyr@wyo.gov to report a forgotten user name and password. Provide the User's Last Name and owning Facility of the account in question.
2. A message from the WYIR Scheduler containing the user name and a password reset URL will be sent to the user's email address listed in the Access Level form.
3. Follow the URL to the **Set New Password** page to set up a new password.
4. Click **Submit**. A message will appear that the password has been set successfully. The WYIR user will now be able to log in and out using this password.



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>> Disable Password Autocomplete

Password Autocomplete is a feature of many browsers that saves password and user name information on login screens. Saving this information creates the risk of login by an unauthorized user and the unauthorized access of Protected Health Information. To disable Password Autocomplete, please follow the steps that correspond to your browser: *(please note that we do **NOT** recommend using Internet Explorer to access the WYIR)*

Chrome

1. Launch Google Chrome.
2. Click the **Tools menu** button in the upper right hand corner and select **Settings**.
3. Click the **Show advanced settings...** hyperlink at the bottom of the page.
4. In the **Passwords and forms** section, deselect the checkbox next to “Offer to save your web passwords.”

Firefox

1. Open Mozilla Firefox.
2. Click the **Tools menu** button in the upper right hand corner and select **Options**.
3. Click the **Security** icon.
4. Deselect the checkbox next to “Remember passwords for sites” and click **OK**.

Safari

1. Open Safari for Mac.
2. Click the **Safari** drop-down menu and select Preferences.
3. Click the **AutoFill** icon.
4. Click **Remove All** and then click **Done**.
5. Clear the checkbox next to **User names and passwords**.