MT Guide: User roles and permissions

## How do I reset my password?

For security purposes, you are required to change your password regularly. When prompted, enter your user name and new password, and click **Set**. Your new password must meet the password requirements detailed in the following image. Click the **i** icon beside your username and password to see the password requirements.



## Step-by-step instructions

## Change your password manually while logged in

- 1. Beside the Logout button, click your username.
- 2. Click Set password.
- 3. Enter a new password.
- 4. Re-enter the new password.
- 5. Click Save.

## Change your password when you forgot your password

- 1. From the Login page, click Forgot your password?.
- 2. Enter your username and email address.
- 3. Click Email link.
- 4. Check the inbox of the email address you provided, and open the email from ResMed ReSupply<sup>™</sup>.
- 5. In the email, click the **Password reset** link.
- 6. On the Set password page, enter a new password.
- 7. Click Save.