



OneSight

Admin Login Update

# OneSight IT Operations

Admin Login Update

Admin

User Guide

## Overview

This document details the steps required to modify an admin's password. This process should only be done by clinic managers or those who are given the task to modify admin user information.

## Access

To access the Admin Login Update page please navigate to [www.onesightclinics.org](http://www.onesightclinics.org). At the top of the page click on the option for "Admin" as seen below.



The image shows a screenshot of the OneSight website. At the top, there is a navigation bar with the OneSight logo in the center. To the left of the logo are the links: HOME, REGISTRATION, CLINIC OPERATIONS, OPTICAL LAB, COORDINATORS, ADMIN, and CLINIC TRAINING. An arrow points down to the 'ADMIN' link. Below the navigation bar is a large hero section with a background image of a group of people, including children and adults, smiling. Overlaid on this image is a dark blue banner with the text 'Charitable Vision Clinics' in white. In the bottom left corner of the hero section, there is a dark blue box with white text that reads: 'OneSight is an independent non-profit providing access to quality vision care to underserved communities worldwide.' In the bottom right corner of the hero section, there is a link that says 'Learn more at [www.onesight.org](http://www.onesight.org)'.

OneSight

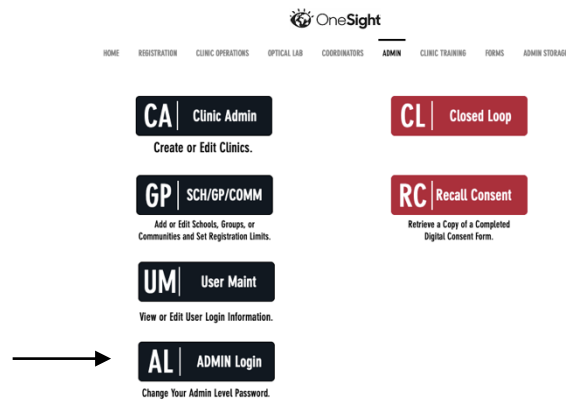
HOME REGISTRATION CLINIC OPERATIONS OPTICAL LAB COORDINATORS ADMIN CLINIC TRAINING

# Charitable Vision Clinics

OneSight is an independent non-profit providing access to quality vision care to underserved communities worldwide.

Learn more at [www.onesight.org](http://www.onesight.org)

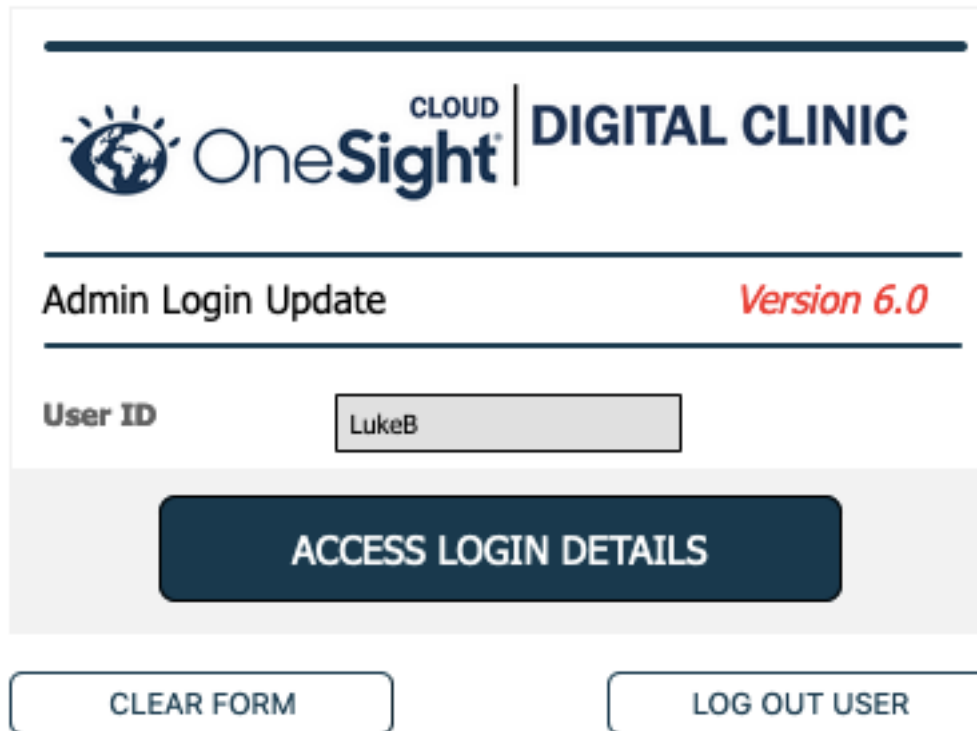
On the admin page you will select the option for “Admin Login” as seen below.



You will now see the admin login page. You will only be able to login here using admin credentials. Please enter in your admin username and password and click on “Login”

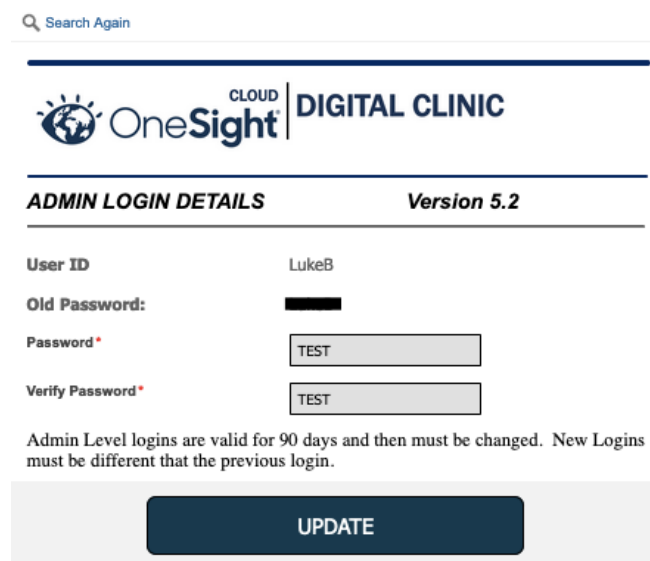
The screenshot shows the OneSight Cloud Digital Clinic Admin Login page. At the top, there is a header with the OneSight logo and the text 'CLOUD DIGITAL CLINIC'. Below the header, there is a section titled 'ADMIN LOGIN REQUIRED' with the version 'Version 6.0' in red. Below this, there are two input fields: 'User Name:' and 'Password:'. At the bottom, there is a large blue button labeled 'LOGIN'.

Next, you will be on the “Admin Login Update” page. Please enter in the user ID of the admin you need to change information on and click on “Access Login Details.”



The screenshot shows the 'Admin Login Update' page. At the top is the OneSight Cloud Digital Clinic logo. Below the logo, the page title 'Admin Login Update' is displayed in black, and 'Version 6.0' is shown in red. A search bar labeled 'User ID' contains the text 'LukeB'. Below the search bar is a large blue button with the text 'ACCESS LOGIN DETAILS'. At the bottom of the page are two buttons: 'CLEAR FORM' and 'LOG OUT USER'.

Now, you will see the “Admin Login Details” page. Here you will see the user ID you searched for as well as the current password of that user. You will also be able to change the password. If you wish to change the password please enter this user’s new password in the “Password” field and verify it in the “Verify Password” field. Please note the message below that stating “Admin level logins are valid for 90 days and then must be changed. New Logins must be different than the previous login.”



The screenshot shows the 'Admin Login Details' page. At the top is the OneSight Cloud Digital Clinic logo. Below the logo, the page title 'ADMIN LOGIN DETAILS' is displayed in black, and 'Version 5.2' is shown in black. A search bar labeled 'User ID' contains the text 'LukeB'. Below the search bar are four fields: 'Old Password:' (with a blacked-out password), 'Password \*' (with the text 'TEST'), and 'Verify Password \*' (with the text 'TEST'). Below the fields is a message: 'Admin Level logins are valid for 90 days and then must be changed. New Logins must be different than the previous login.' At the bottom of the page is a large blue button with the text 'UPDATE'.

Once you have entered in a new password and verified the password please click on the blue button labelled "Update."

You should now see a message saying "Data was updated successfully" to confirm the password was updated. You may now close the browser if this is the only user you had to edit or you can click "Search Again" to search for another admin user.

 [Search Again](#)

Data was updated successfully.