OneSight IT Operations

Admin Login Update

Admin

User Guide

ONESIGHT
EssilorLuxottica Foundation

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. At the top of the page click on the option for "Admin". It will be under the "More" section as seen below:

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"

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ADMIN LOGIN REQUIRED   *Version 6.0*

User Name:

Password:

You are attempting to access an area of the system that is for **AUTHORIZED USERS** only. You must have an ADMIN LEVEL Login to proceed.

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."

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Admin Login Update   *Version 6.0*

User ID

ACCESS LOGIN DETAILS

CLEAR FORM   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."

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.