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# HealthRoster

## Re-setting EOL Password



Blackpool Teaching Hospitals   
NHS Foundation Trust

People Centred

Positive

Compassion

Excellence

## Re-setting Employee Online Passwords

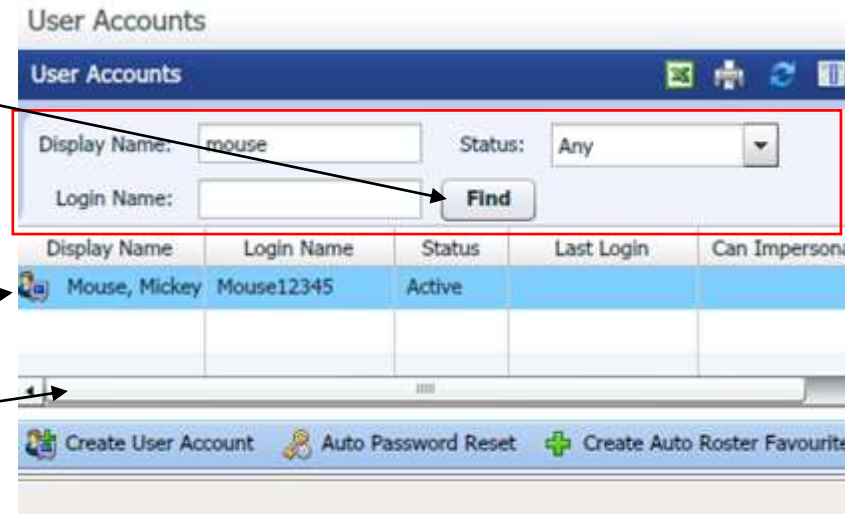
1. Click on the 'User Accounts' master group

2. Select 'User Accounts' short cut



3. Use the filters to search for the user account and click on 'Find'

*Alternatively, leave the filters blank and click on 'Find' to return a list of all User Accounts*



4. Highlight/click on the person's name

5. Use the scroll bar at the bottom of the screen to check if the staff member has an email address in the system.

6. Select 'Auto Password Reset' (located on the bottom blue tool bar)



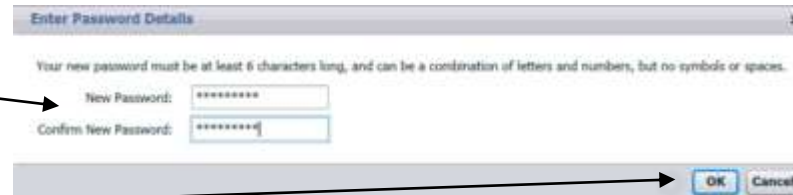
7. Click 'OK' to confirm you wish to proceed



8. Select 'Manual Password Reset'



9. Enter a temporary password for the member of staff (in both boxes)



10. Select 'OK'

