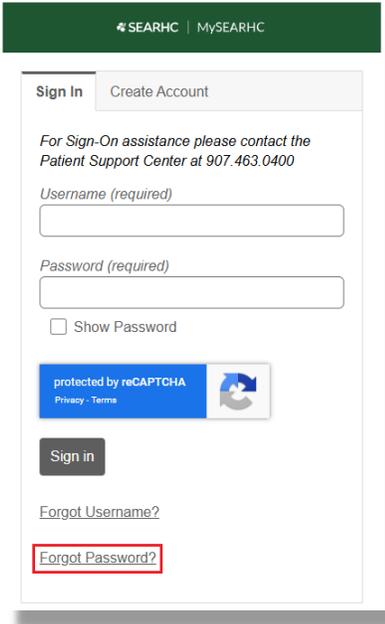
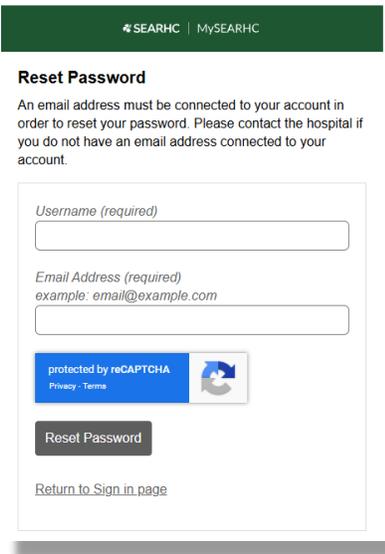
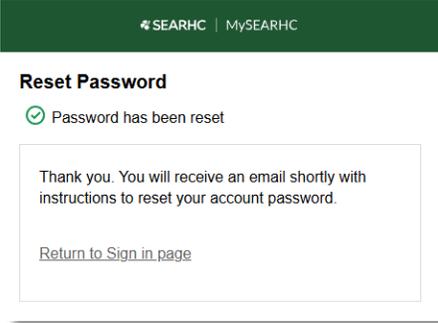
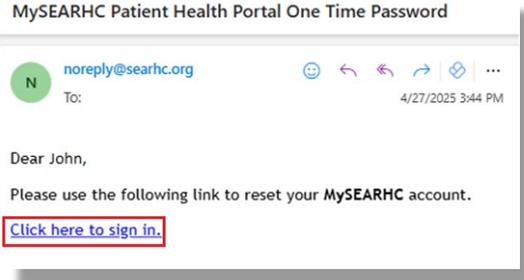
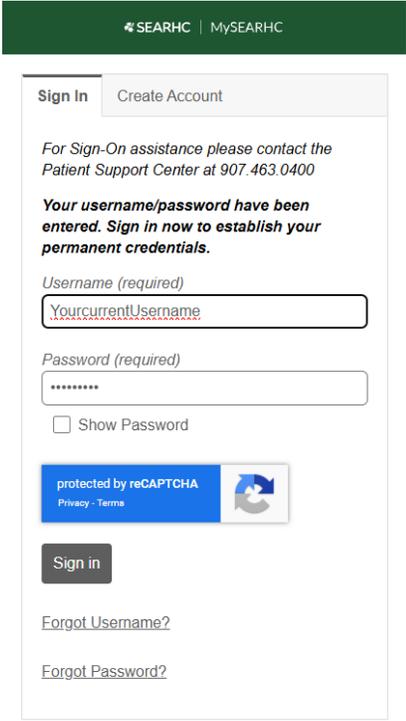
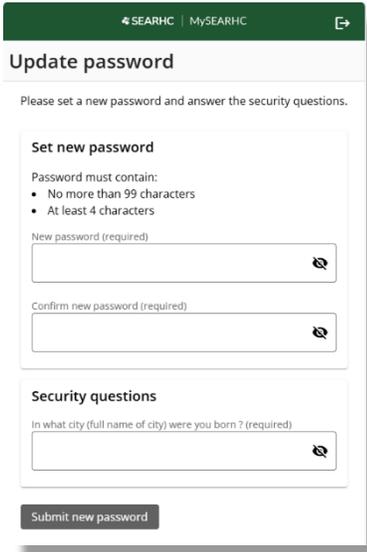


MySEARHC Quick Reference Guide

Forgot Password (Do-It-Yourself)

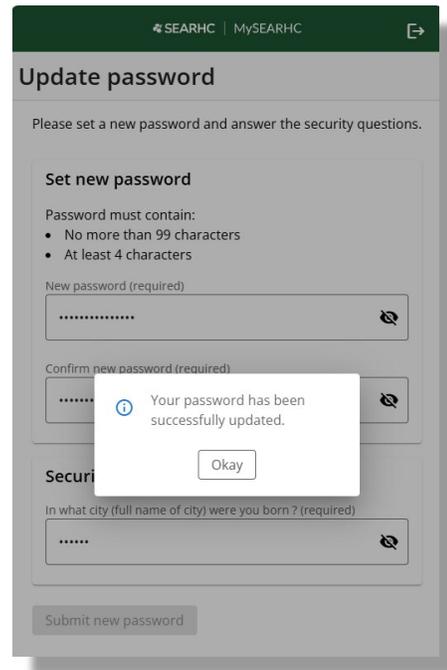
<p>1</p>	<p>Select the Forgot Password? hyperlink located below the Sign in button.</p>	 <p>The screenshot shows the MySEARHC Sign In page. At the top, there are tabs for 'Sign In' and 'Create Account'. Below the tabs, there is a message: 'For Sign-On assistance please contact the Patient Support Center at 907.463.0400'. There are input fields for 'Username (required)' and 'Password (required)'. A checkbox labeled 'Show Password' is present. Below the input fields, there is a reCAPTCHA widget with 'protected by reCAPTCHA' and 'Privacy - Terms' links. A 'Sign in' button is located below the reCAPTCHA. At the bottom of the form, there are two links: 'Forgot Username?' and 'Forgot Password?'. The 'Forgot Password?' link is highlighted with a red rectangular box.</p>
<p>2</p>	<p>Enter your information:</p> <ul style="list-style-type: none"> • Username • Email Address <p>NOTE: The email address must match the email address used in your Electronic Health Record.</p>	 <p>The screenshot shows the MySEARHC Reset Password page. At the top, there are tabs for 'Sign In' and 'Create Account'. Below the tabs, there is a message: 'An email address must be connected to your account in order to reset your password. Please contact the hospital if you do not have an email address connected to your account.' There are input fields for 'Username (required)' and 'Email Address (required)'. Below the input fields, there is a reCAPTCHA widget with 'protected by reCAPTCHA' and 'Privacy - Terms' links. A 'Reset Password' button is located below the reCAPTCHA. At the bottom of the form, there is a link: 'Return to Sign in page'.</p>
<p>3</p>	<p>Confirm Reset Password submission.</p> <p>NOTE: You can now close this page by selecting the 'x' on the browser tab.</p>	 <p>The screenshot shows the MySEARHC Reset Password confirmation page. At the top, there are tabs for 'Sign In' and 'Create Account'. Below the tabs, there is a message: 'Password has been reset'. Below the message, there is a text box containing: 'Thank you. You will receive an email shortly with instructions to reset your account password.' At the bottom of the form, there is a link: 'Return to Sign in page'.</p>

<p style="text-align: center;">4</p>	<p>Access the email from noreply@searhc.org and select the Click here to sign in hyperlink.</p>	
<p style="text-align: center;">5</p>	<p>Within the MySEARHC health portal, select the Sign in tab.</p> <p>NOTE: Your username and temporary password will auto populate.</p>	
<p style="text-align: center;">6</p>	<p>Update and confirm the information in the designated fields:</p> <ul style="list-style-type: none"> • New password • Confirm new password • Answer any previously set Security questions <p>Then select Submit new password.</p> <p>NOTE: If unable to correctly answer your Security questions, please contact the Patient Support Center at 907.463.0400.</p>	

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Select **Okay**.

NOTE: Successful password reset message displays.



Looking for further help?

Contact the Patient Support Center at 907.463.0400