

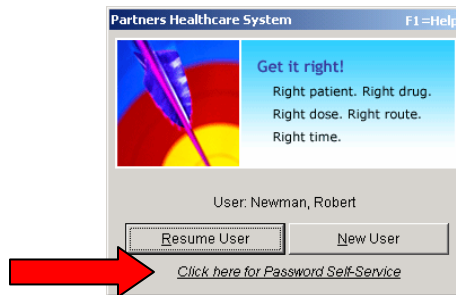


Password Self Service: New User Guide

The following step-by-step guide will assist new users of the Partners network in creating a user account and obtaining their Partners password.

To Create a Partners password:

1. Select the **PASSWORD SELF SERVICE** link from the screensaver of a Partners workstation OR go to <https://myprofile.partners.org>



2. Click link **OPTION 3: IF YOU ARE A NEW USER AND DO NOT HAVE A PARTNERS USER NAME AND PASSWORD, CLICK HERE**

OPTION 3	If you are a new user and do not have a Partners User name and password, click here
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3. Type your...
 - **FIRST NAME**
 - **LAST NAME**
 - **DATE OF BIRTH** (4-digit format: **MMDD**).
 - Click **NEXT**
4. Type your...
 - last 4 digits of your **SSN** or
 - last 4 digits of your **PREFERRED PHONE NUMBER**.
 - Click **NEXT**
5. From the drop-down list, select **AUTHENTICATION QUESTION 1**, and type your response.
6. From the drop-down list, select **AUTHENTICATION QUESTION 2**, and type your response.

Note: Please select your challenge questions carefully as you will not be able to change them in the future.

7. Click **NEXT**. An automated message displays confirming your User name. Please remember your User name. Click **CHANGE PASSWORD**.

Your profile is now registered. You must click "Change Password" to complete the process.

Your Partners User Name is **tmt59.**

Please remember your user name. You will need this to log onto the Partners network.

Change Password

8. Type your new **PARTNERS PASSWORD** twice in the space provided. Click **NEXT**. Passwords...
 - must be a minimum of 8 characters
 - must contain at least 1 alpha and 1 numeric character
 - are case sensitive
 - can contain punctuation
 - cannot contain all capital letters
 - cannot be re-used within a 2-year timeframe

9. An automated message displays indicating that your Partners password has been changed.

Thank you. You have successfully changed your Partners password.

Please immediately logoff your computer and login with your new Partners password. A full reboot is not required. If you are on a Partners standard workstation, click on the yellow padlock and select new user.

A reminder, your User name is **tmt59**.

10. Close all applications. Please log out of your computer immediately and log in with your new Partners password. A reboot is not required.

11. An email is sent to your **INBOX** as a record of the change.



To Obtain a KEY:

If you are a clinician and need a **KEY** to access clinical applications such as Physician Order Entry (POE) or the Longitudinal Medical Record (LMR), go to...

Start > Partners Applications > Utilities > Partners Key Lookup.

For Additional Information or Assistance:

- You can change your Partners password at anytime by visiting <https://myprofile.partners.org>
- FAQs can be found at <http://helpdesk.partners.org/passwordselfservice>
- Call your Help Desk: **BWH: (617) 732-5927 DFCI: (617) 632-3399 MGH (617) 726-5085**