

# Changing the User Password

---

In ProScript Connect v1.29.2, new password requirements were introduced for both simple and complex user passwords.

Simple password rules:

- Passwords must contain a minimum 10 characters (containing at least 1 special character, 1 number, 1 uppercase and 1 lowercase value and **DON'T** contain the username).
- Passwords will expire after 90 days.
- You can't reuse the last 5 passwords or those used within the last 6 months, whichever is longer.
- Common password such as, Password123!, P@55w0rd!, ProscriptConnect@123 are not permitted.

Complex password rules:

- Passwords must contain a minimum 16 characters (containing at least 1 special character, 1 number, 1 uppercase and 1 lowercase value and **DON'T** contain the username).
- Passwords will expire after 365 days.
- You can't reuse the last 5 passwords or those used within the last 6 months, whichever is longer.
- Common passwords such as ProscriptConnect@123 are not permitted.

 The option "Password never expires" has been removed from the Create User screen.

When your organisation receives ProScript Connect v1.29.2, the following will apply:

- If your **current password doesn't meet the new requirements** for either the simple or complex rules, you will be requested to change your password immediately to match the new criteria. Then you will need to change the password every 90 days (simple passwords) or every 365 days (complex passwords).
- **For pharmacies using simple passwords**, within the first 90 days of receiving ProScript Connect v1.29.2, all users will be required to change their password. We have randomised the frequency for all users within your organisation, so that users are not changing their passwords on the same day. For example, a user may have to reset their password on day one after the upgrade, whereas for other users it may be on day 20 or day 54.
- **For pharmacies using complex passwords**, within the first 365 days of receiving ProScript Connect v1.29.2, all users will be required to change their password. We have randomised the frequency for all users within your organisation, so that users are not changing their passwords on the same day. For

example, a user may have to reset their password on day one after the upgrade, whereas for other users it may be on day 40 or day 204.

You can access the **Edit Pharmacy Details** module from the top left-hand corner of the ProScript Connect Main Screen. Click **ProScript Connect** then select **Edit Pharmacy Details**.

For more information on Simple or Complex passwords.

1. From the ProScript Connect Login, enter the *User Name* and *Password*.



**ProScript Connect Login**

Please enter your name and password to login

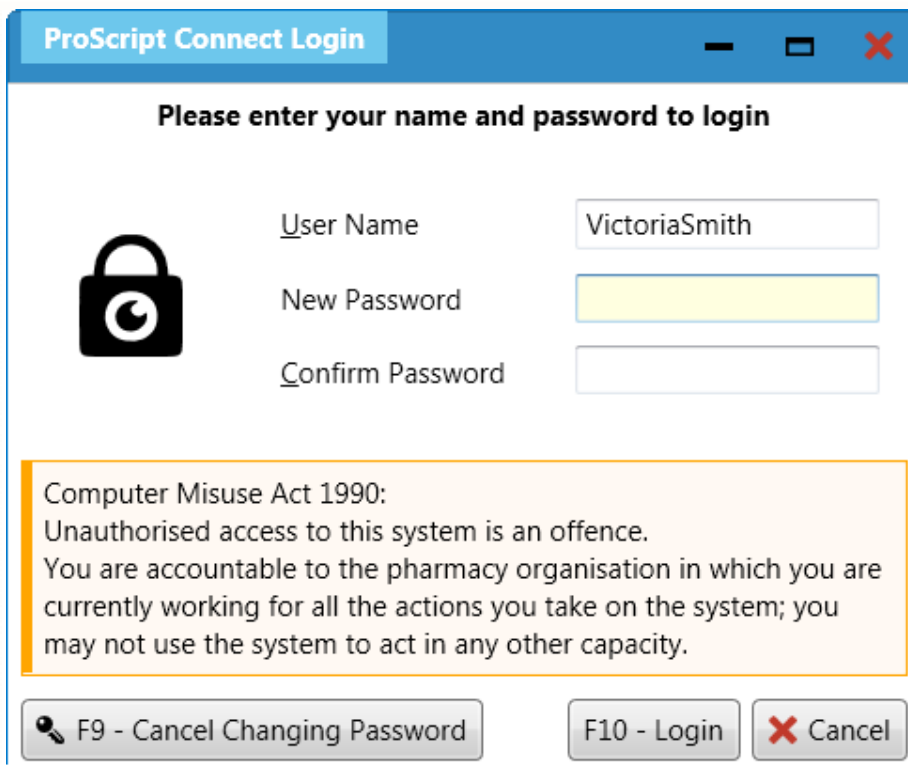
User Name: VictoriaSmith

Password: ●●●●●

Computer Misuse Act 1990:  
Unauthorised access to this system is an offence.  
You are accountable to the pharmacy organisation in which you are currently working for all the actions you take on the system; you may not use the system to act in any other capacity.


F9 - Change Password      F10 - Login      Cancel

2. Press **[F9 – Change Password]**.
3. The screen now displays three fields:
  - the *User Name*, which is already pre-populated with the user name,
  - the blank *New Password* field
  - the blank *Confirm Password* field



**ProScript Connect Login**



Please enter your name and password to login

 User Name

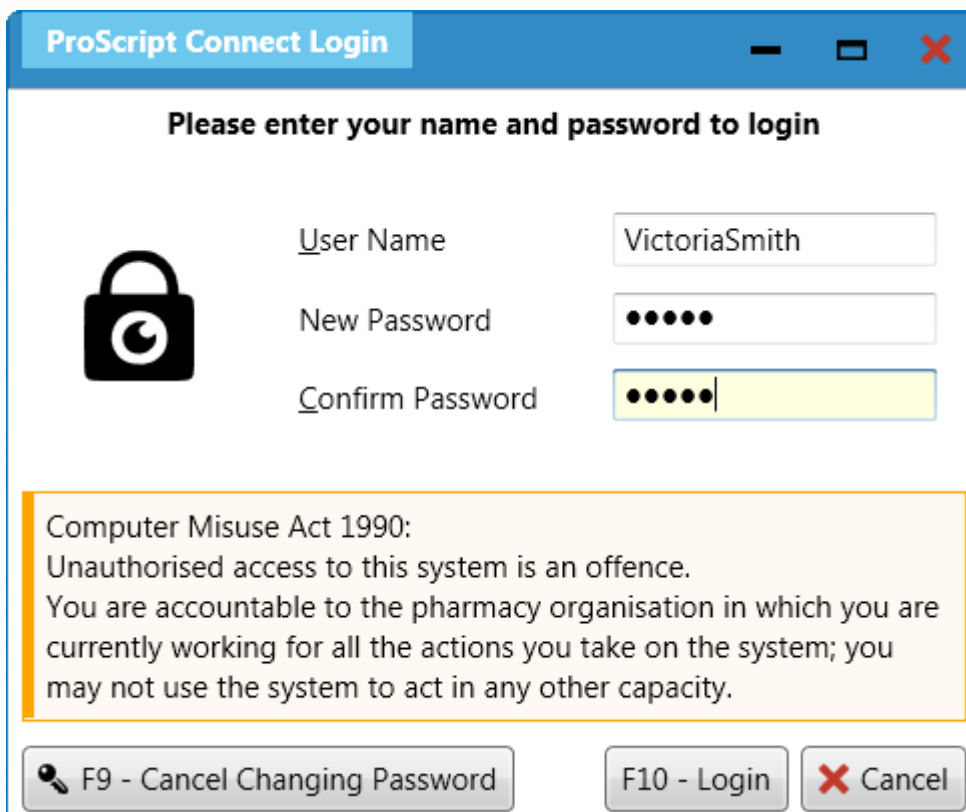
New Password

Confirm Password

Computer Misuse Act 1990:  
Unauthorised access to this system is an offence.  
You are accountable to the pharmacy organisation in which you are currently working for all the actions you take on the system; you may not use the system to act in any other capacity.


 F9 - Cancel Changing Password    F10 - Login     Cancel

4. Enter the new password twice in the *New Password* and *Confirm Password* fields.



**ProScript Connect Login**



Please enter your name and password to login

 User Name

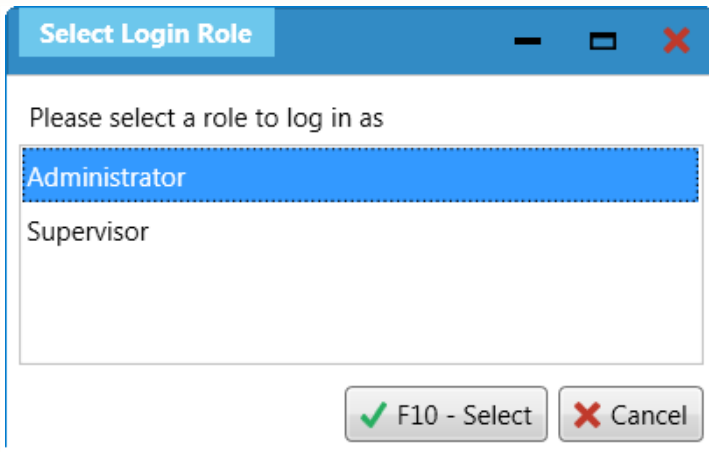
New Password

Confirm Password

Computer Misuse Act 1990:  
Unauthorised access to this system is an offence.  
You are accountable to the pharmacy organisation in which you are currently working for all the actions you take on the system; you may not use the system to act in any other capacity.

 F9 - Cancel Changing Password    F10 - Login     Cancel

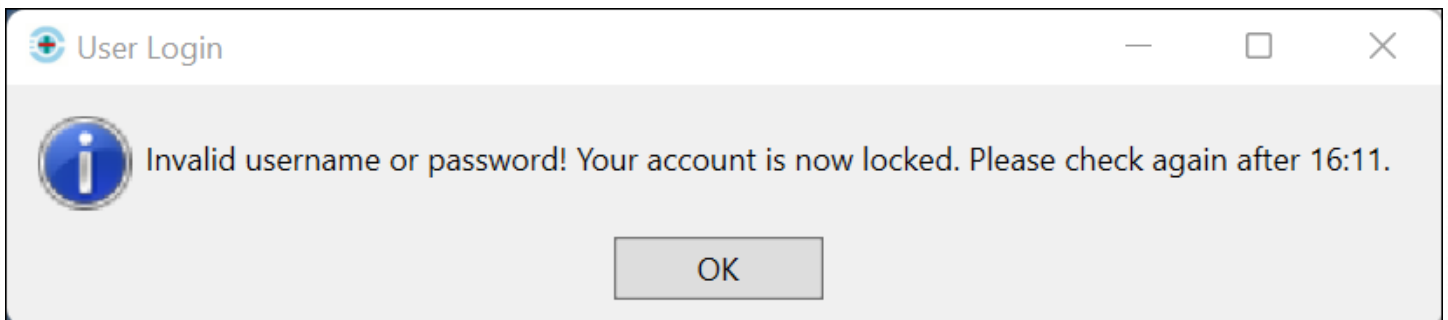
5. Press **[F10 - Login]**.
6. If the user has been assigned two or more available role profiles to choose from, the Select Login Role window displays.



7. Select a role to log in as and press **[F10 - Select]**.

## Automatic account unlock

In ProScript Connect v1.29.3, a new feature will automatically unlock your account and reset after 15 minutes, when your account has been locked after 5 failed attempts. The time when your account will be available is displayed on the locked message screen.



## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	27/06/2023		Joanne Hibbert-Gorst
1.1	06/12/2023	Added Automatic account unlock section	Joanne Hibbert-Gorst

Not to be reproduced or copied without the consent of AAH Pharmaceuticals Limited 2023.

### Contact us

For more information contact:  
**Telephone: 0344 209 2601**