



## 'My Security Questions'

# A step-by-step guide on how to make changes to your security questions

## Purpose

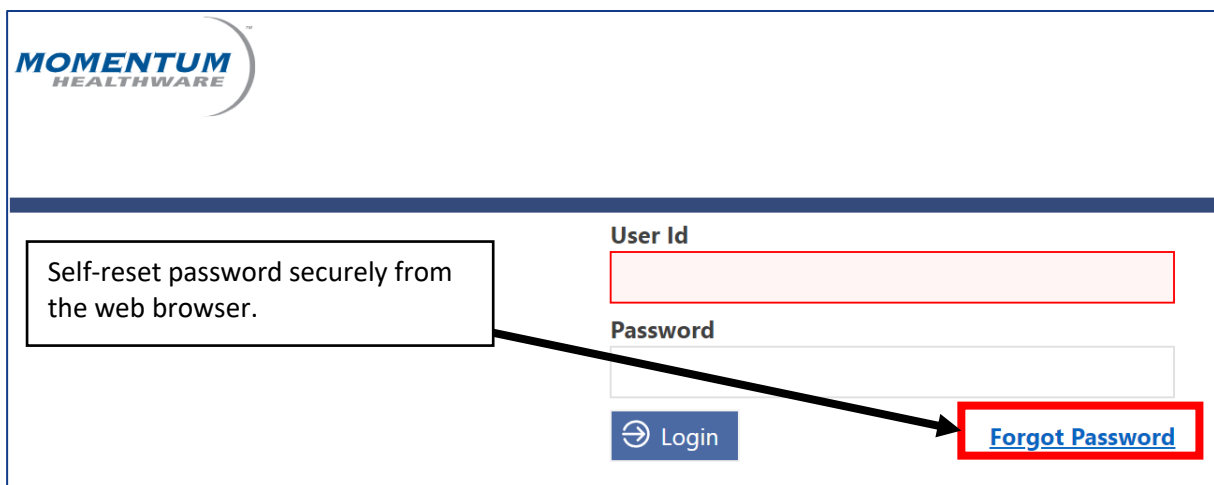
This guide is for all users on the Central host. It provides an overview of how to check and/or change your security questions prior to the Kotahi Two-to-One Project, where the two hosts will be merged into one host site at Canterbury DHB.

## Logging into interRAI software after the Kotahi Two-to-One Project

All Central users will need to securely reset their own login password after the Go-Live date. (Projected to be early May 2020.) (This will not affect Northern/Southern users.).

When the two databases are merged, all Central users (or users that were hosted solely on the Taranaki servers) will have their passwords automatically reset to a default password as they are logging into a new version of the database.

Use the **Forgot Password** option, so you do not have to call the Help Desk.



**MOMENTUM**  
HEALTHWARE

Self-reset password securely from the web browser.

User Id

Password

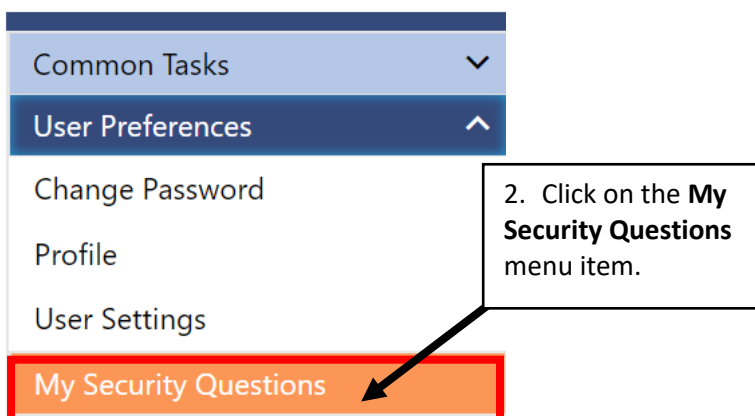
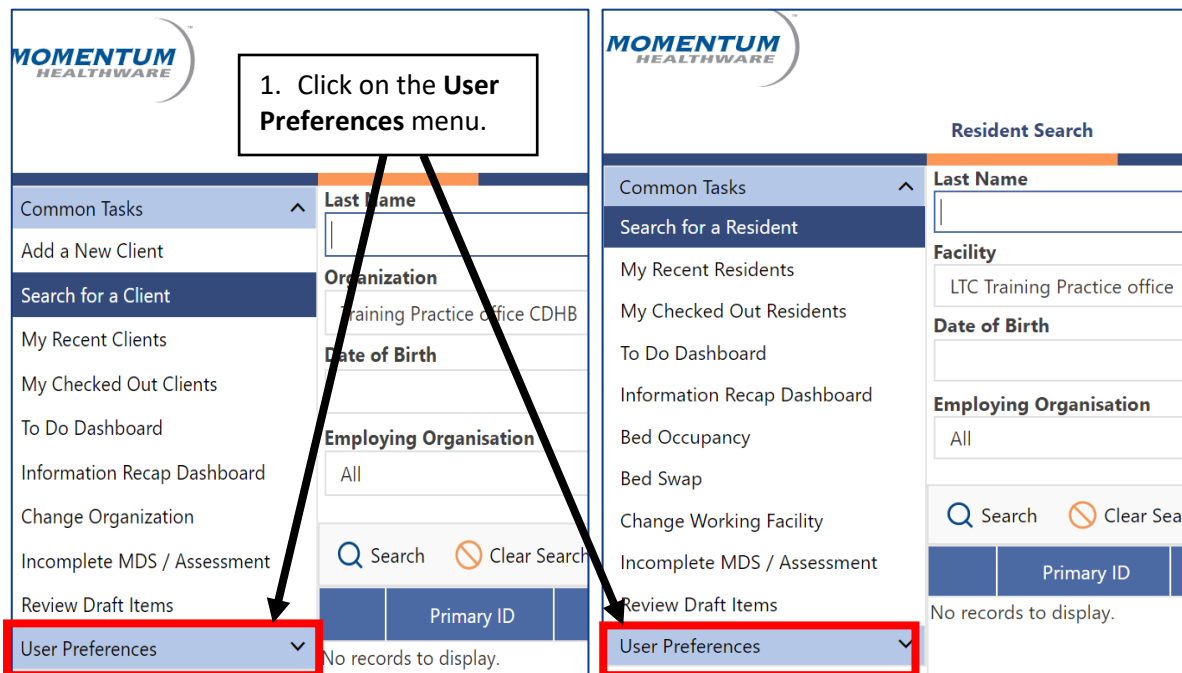
Login

**Forgot Password**

## How to check and/or change My Security Questions

Before you can use the **Forgot Password** option, you will need to know your three security questions.

The only way to change your Security Questions is to go to the **User Preferences** menu. This menu can be found on the **Client Search** or **Resident Search** screens once you have logged in and have clicked on either the **Resident Management** or the **Client Management** module.



Client Search **Enter Password**

Common Tasks ^ Reset Questions Cancel

Add a New Client  
Search for a Client  
My Recent Clients  
My Checked Out Clients

**You must enter your password before you can edit your Security Questions**

User ID:

Password:

3. Enter your current password in the **Password** field.

4. Click on **Reset Questions**.

Client Search **My Security Questions**

Save & Return Cancel

User ID:

Question:

Answer:

Question:

Answer:

Question:

Answer:

Question:

Answer:

Question:

Answer:

5. Click on the drop-down box for each question, choose your three security questions and enter the corresponding answers.

Remember all your answers must be six or more characters.

Client Search **My Security Questions**

Save & Return Cancel

User ID:

Question:

Answer:

Show answer

Question:

Answer:

Show answer

Question:

Answer:

Show answer

6. Click **Save & Return**.

Your new security question selection has been saved to your account.

## Questions (FAQs)

If you have any questions, please contact [interRAI@tas.health.nz](mailto:interRAI@tas.health.nz).