
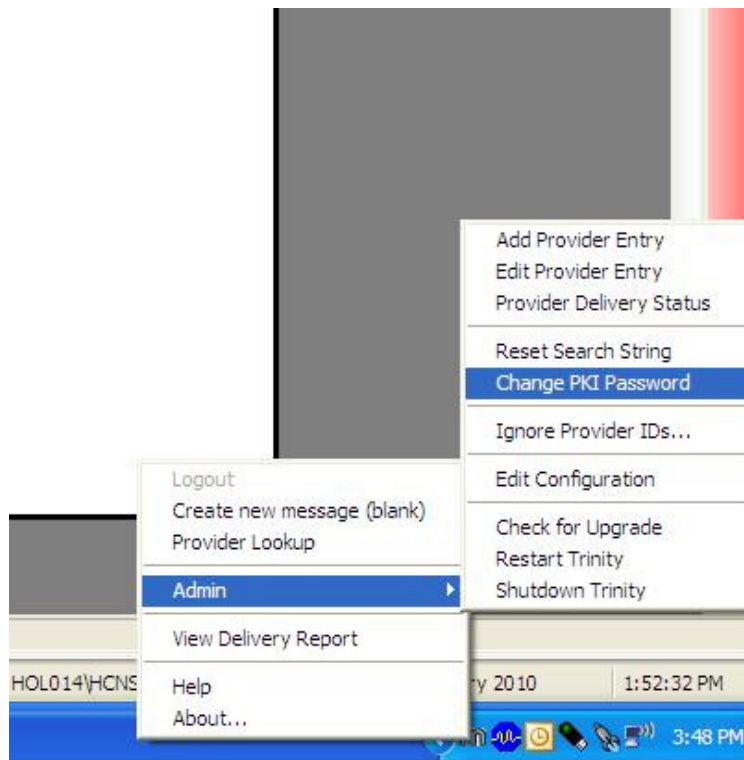


How to Change your PKI Password

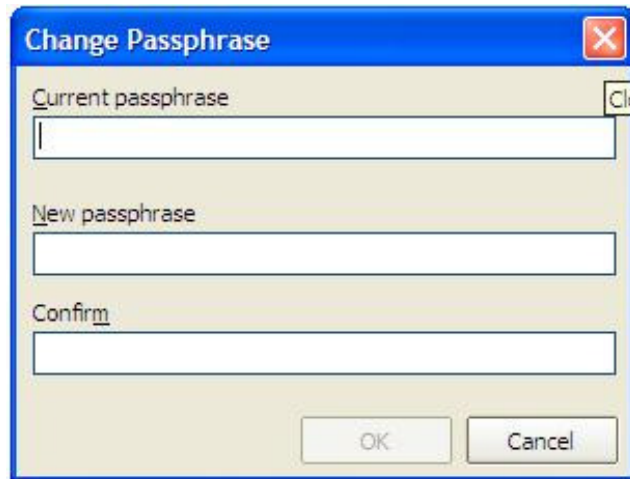
When you receive your Individual PKI Key, you will notice the password accompanying the key is quite random and difficult to remember. It is recommended that you change it to something that you are more likely to remember.

Follow these steps to change your password.

1. Right click the  symbol in your tool tray in the bottom right of your screen.
2. Highlight 'Admin' and select 'Change PKI Password' (Below)\



3. If 'Change PKI Password' is unavailable, restart Trinity (see pdf on Restarting Trinity). If that does not work, call the Medical Objects Helpdesk.
4. The following box will appear (below) asking for your 'Current passphrase'. Enter your passphrase supplied by Medicare. Type your chosen passphrase (no criteria) in the 'New passphrase' text field, then repeat it in the 'Confirm' field.



A screenshot of a Windows-style dialog box titled "Change Passphrase". The dialog has a blue title bar with a close button (red X) in the top right corner. The main area is light beige and contains three text input fields. The first field is labeled "Current passphrase" and has a small "Close" button to its right. The second field is labeled "New passphrase" and the third is labeled "Confirm". At the bottom of the dialog are two buttons: "OK" and "Cancel".

5. Your password has successfully been changed. It is recommended that you either cross out old passphrase and replace it with the changes one, or discard the slip all together.

Medical-Objects Helpdesk Number: phone (07) 5456 6000