

## New Password Requirements

**Effective August 27, 2014**

### Reason for Change: To meet strong password requirements.

The first time you Login to Soarian Clinicals on August 27 (or whenever the first day you work after that date) you will be prompted to change your password. (Changing your password prior to August 27 will not count – wait until August 27).

This will affect ALL users of Soarian Clinicals including Physicians and Physician Offices.

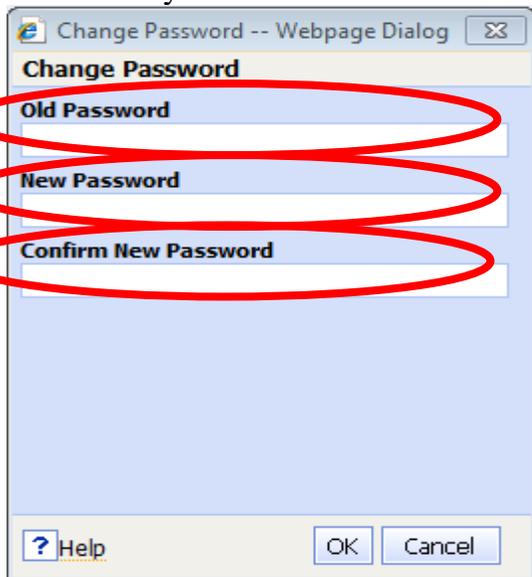
Your new password **must**:

- Be at least 8 characters long
- Contain at least one number (1,2,3,4,5,6,7,8,9,0)

Also it **must** contain any 2 of the 3 items below:

- Upper case alpha character (e.g. A, B, C),
- Lower case alpha character (e.g. a, b, c),
- Special characters (e.g. %, ?, !) Do NOT use: ~ ‘ ^

- Start Soarian Clinicals.
- Type your normal **User Name** (this is not changing)
- Type your current **Password**.
- You will see the screen below and be prompted to Change your Password.
- Type your OLD password
- Type your NEW password, including the requirements stated above.
- Type the NEW password again to confirm and click on OK.
- Use your new Password from now on.



**Please PRINT and POST**

Please refer to CH Password Policy IT-SEC-05 on Compliance 360 (Policy Search) for the full Policy.