



## MyABDR User Account Management for HTC Staff

Within this feature of the Administration menu many important tasks can be performed including resetting account passwords, deactivating patients or adding patients to MyABDR accounts.

### Resetting MyABDR user account password:

- Navigate to the MyABDR User account Management heading within the Administration Tab of ABDR.
- Search for the MyABDR user account using the parameters displayed on screen.
- Once the account has been identified, click “reset password” on the right of the screen.

This will then send a temporary password to the users account; they can use this to log in for the first time, and will be prompted by the system to change their password before they can access their information.

### Adding a patient to a MyABDR User Account:

- Navigate to the MyABDR User account Management heading within the Administration Tab of ABDR and search for the MyABDR user account using the search pane.
- Once the user account has been identified click the edit icon on the left of the screen.
- Click “Add Patient” under “Associated Patients” and enter the patient details.
- Enter the patient details and click “Search”.
- Once the patient has been identified, highlight the line by clicking on it, complete the “relationship to patient” field using the drop down box, record any notes regarding consent or activation, and click “activate”.
- The patient is now linked to the MyABDR user account and will be available for selection, if there is more than one patient linked to their account, in their MyABDR app.

### Deactivating Patients associated with MyABDR User Accounts:

This feature enables the administrators to remove a MyABDR user’s access to ABDR patients if their relationship changes over time.

- Navigate to the MyABDR User account management heading within the Administration Tab of ABDR
- Search for the MyABDR user account using the search pane.
- Under “Associated Patients” identify the ABDR user which needs deactivation.
- Click the Red Cross on the right of the screen within the row which is associated with the ABDR patient to be removed.
- Click “ok” on the pop up window which reads “are you sure you want to remove this user’s access to the patient?”

The MyABDR User’s access to this patient has now been deactivated and they will no longer be able to access this patient via the MyABDR app or website.