

## **To Change your PACS Password:**

1. While logged into PACS, hit Control+Alt+Delete keys (same as when logging in)
2. You will be prompted with a window that allows you to click Change Password, Log Off, or Cancel – Select Change Password
3. You will be prompted to type in your OLD password, then type your NEW password, and then confirm your NEW password
4. Click OK
5. You will use your NEW password next time you log into PACS

### **RULES for Passwords:**

- If resetting, it is strongly recommended (will be enforced in the future) that you match it to your Meditech password
- Passwords are CASE Sensitive, please be aware if you're typing in lowercase or uppercase letters
- Passwords must be at least 6 characters long (3 alpha & 3 numeric), which is why it is recommended you use your Meditech password.
- PACS passwords expire after 180 days (same amount of time as your Meditech password) so they will always match if you change your PACS password when Meditech gives you a new one