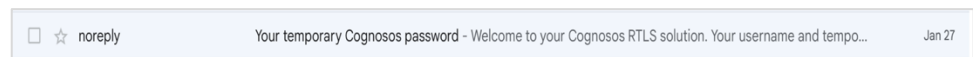
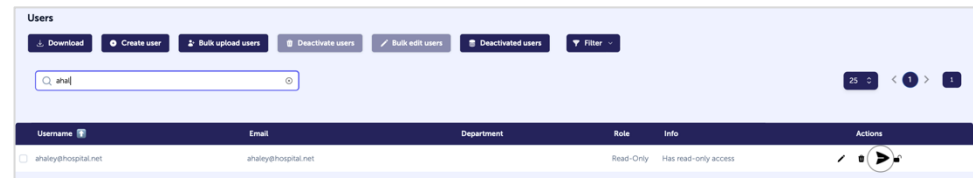
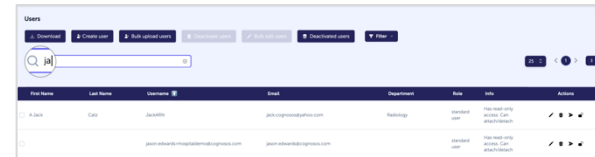


How to resend login invitation email to a NEW user:

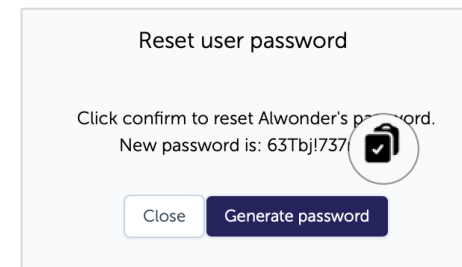
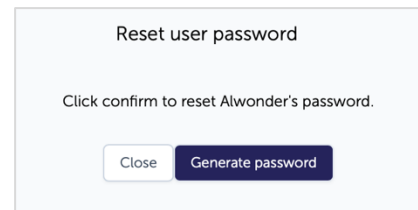
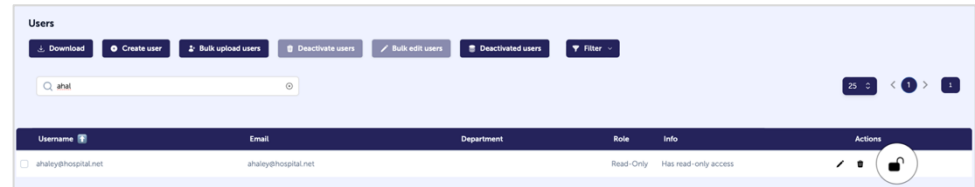
- 1 Select Users from System Management (bell icon). Locate user on list (use Search if needed). You must have Administrator user role.
- 2 Click the arrow icon under the Actions column for the user. If no arrow icon is shown, the user should use forgot password on the login page to reset their password.
- 3 User should check their email for the Cognosos Support verification email and use the temporary password to set up permanent login credentials. Invitation is good for 7 days. Have user check spam if not in Inbox.



Need Assistance? Check out the Cognosos Luminate Healthcare Knowledge Base or contact us at support@cognosos.com.

How to reset a user's password:

- 1** Select Users from System Management (bell icon). Locate user on list (use Search if needed). Click Reset password (lock) icon. You must have Administrator user role.
- 2** Click Generate password in the first pop-up window. The system will generate a new password and display a green 'password copied to clipboard' message at the bottom of the screen.
- 3** Copy and paste the password and send it to the user as their temporary login password. The user should retrieve the temp password and set up credentials. Click Close.



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