

## InForm Password Recovery Feature

It is very useful to set up the password recovery feature in InForm when, or shortly after, you get access to your trial.

### Setting up password recovery on initial log in

Usually, you will need to change your password as soon as you access your trial for the first time via a screen like the one below.

**InForm™ Integrated Trial Management**  
Version 4.6

**Change password options**

User Name:

Old Password:

New Password:

Confirm Password:

Please enter the additional information below. This information allows you to regain access to the system in the event of a lost or forgotten password. You can also update the information in your user profile screen by clicking on your user name or picture.

E-mail Address:

Question:

Response:

**Submit**

**Your password has expired. Please specify a new password.**

By entering my user name and password above, I am using my electronic signature to log in to the InForm™ system and establish a continuous session, which will end when I am logged out. During this continuous session, by entering my password on an e-signature affidavit when prompted, I am affixing my electronic signature to the electronic record indicated.

The InForm system is a data collection and trial management tool and is not to be used in the diagnosis or treatment of patients. HEALTHCARE PROFESSIONALS HAVE THE SOLE RESPONSIBILITY TO BE FULLY AWARE OF CURRENT PRACTICES AND STANDARDS, TO AVOID USE OF OUTDATED REGIMENS, AND TO EMPLOY GOOD CLINICAL JUDGEMENT IN SELECTING PATIENT TREATMENTS. Computer software in general and the InForm system in particular should NEVER substitute for up-to-date personal knowledge and good clinical judgement. USERS OF THIS SYSTEM HAVE THE RESPONSIBILITY TO ENSURE COMPLIANCE WITH ALL LAWS, RULES, AND REGULATIONS GOVERNING THE COLLECTION AND HANDLING OF PERSONAL DATA.

Use of the InForm system signifies acceptance of the foregoing terms.

When you enter your new password, you can also enter your email address, a hint question and a response as shown below

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## Setting up password recovery once you are logged in

If you already have access to the trial, you can change your password or set up password recovery by first clicking on your user name shown in the top left hand corner of the InForm screen



This takes you to the screen below. You can change your password or set up password recovery as described previously

Password Settings For User: Nurse8

**Change Password**

1. User name: Nurse8

2. Password:

3. New password:

4. Confirm new password:

**Password Recovery Information**

5. Email address:   
(Password recovery correspondence will be sent here.)

6. Confirmation question:   
(Used by password recovery to confirm your identity.)

7. Confirmation question response:

## How the password recovery feature works

If, after entering your user name, you find you have forgotten your password, you need to click on the “Forgot Your Password?” link on the front screen



You will then be presented with your hint question

Enter the answer in the relevant box as shown below and click Reset password



Assuming your answer is correct, you will get a message like the one below indicating that a temporary password has been sent to the email address originally set up



When you enter the temporary password as the password to your trial, you will again be prompted to change it to something which can be used on a long-term basis.