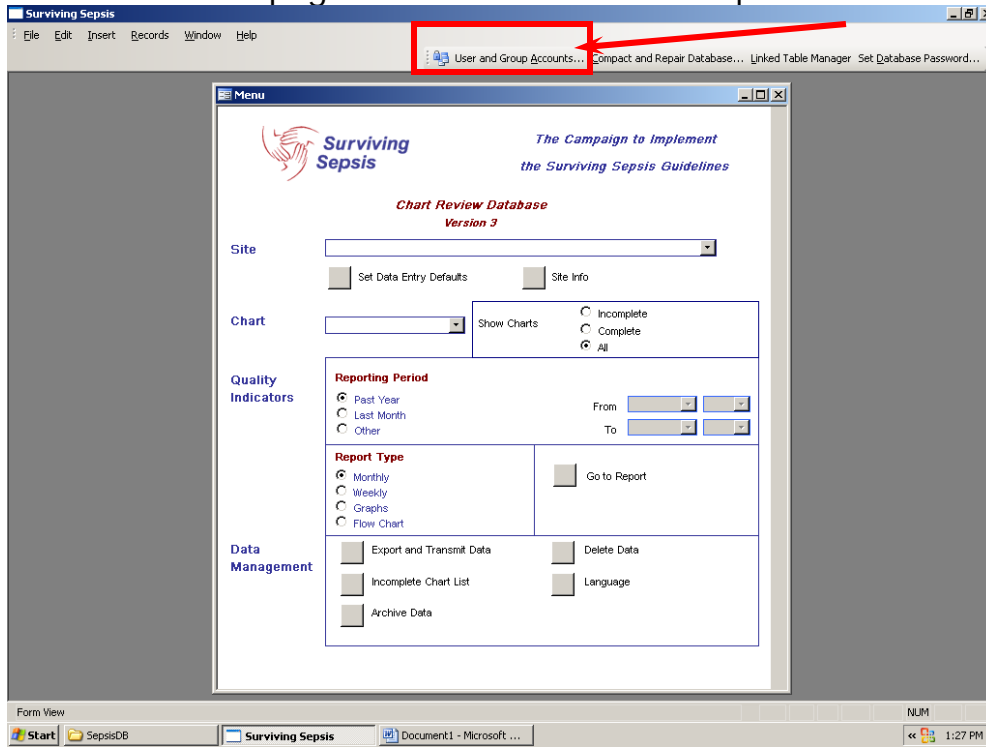
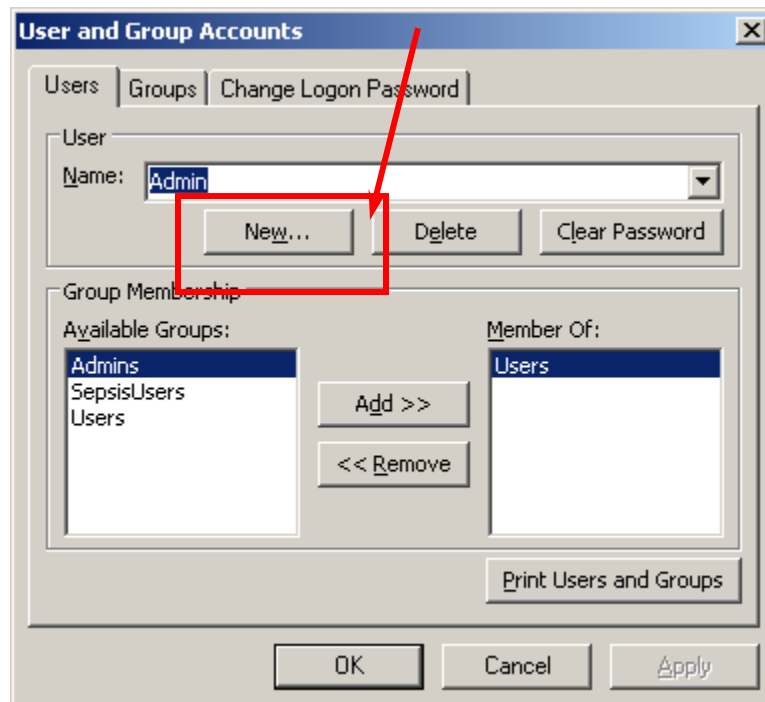


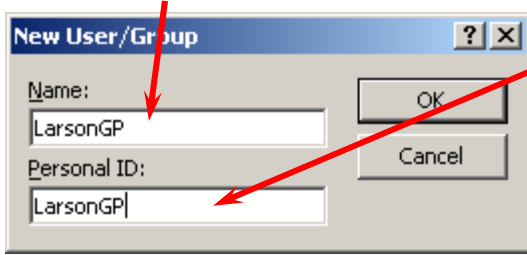
1. Log into the database using the sepsis user ID "sepsis" and password "bundles" On the main page click the User and Group Accounts...



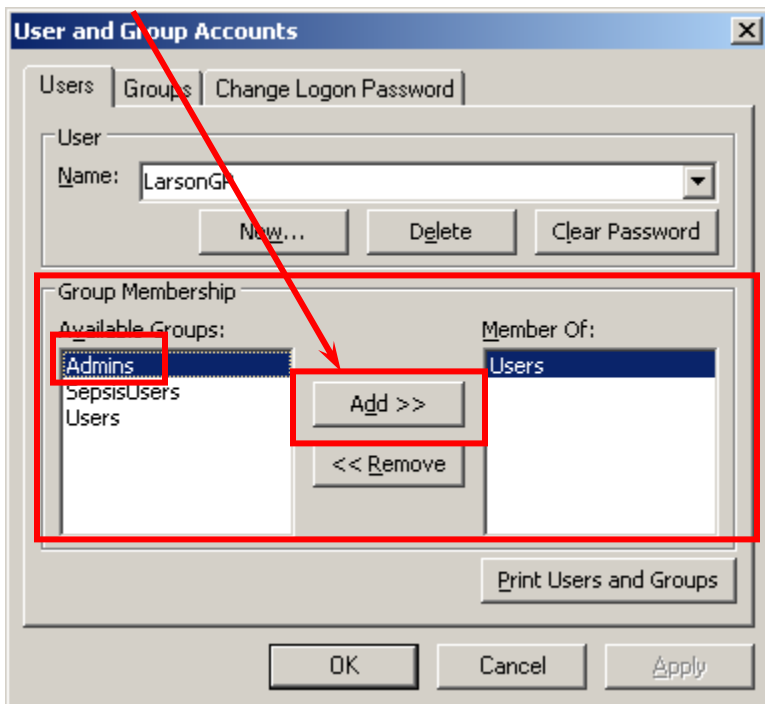
2. When the Users and Groups Accounts box opens click on NEW:



3. Type in the user name you have been using in the NAME filed, place the same user name as the Personal ID as well:
Click OK



4. In the Group Membership area highlight the roles each user will be involved in: Click ADD to add that role to the new user ID. Each user will probably need to have the SEPSISUSERS group added to them. Click OK. Each user will need to be initially setup in the ADMINS group so that their passwords can be changed.



**You can add as many users you want before closing out but you MUST login as each one individually to change their password.*

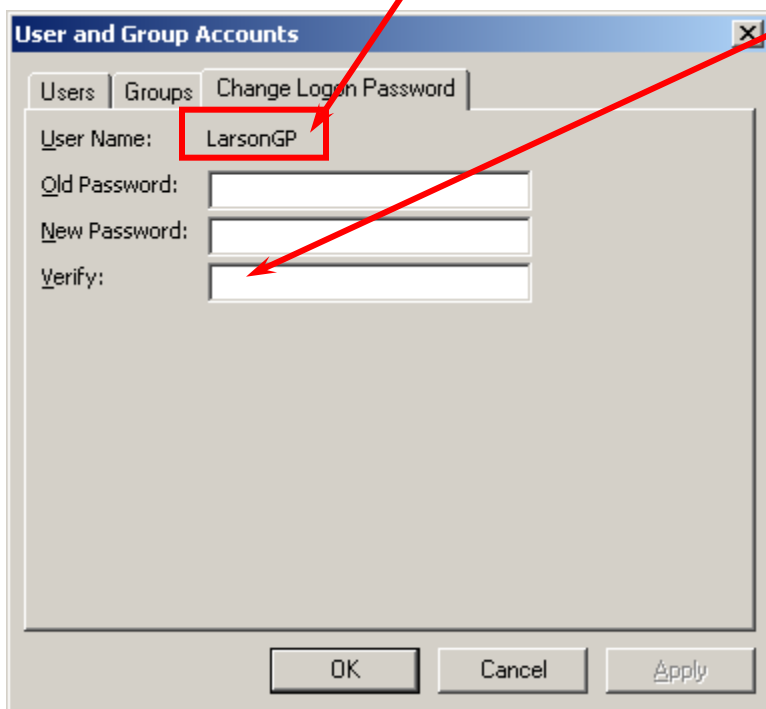
5. CLOSE out of the database

6. Log back into the database using the NEW user you just created (No Password)

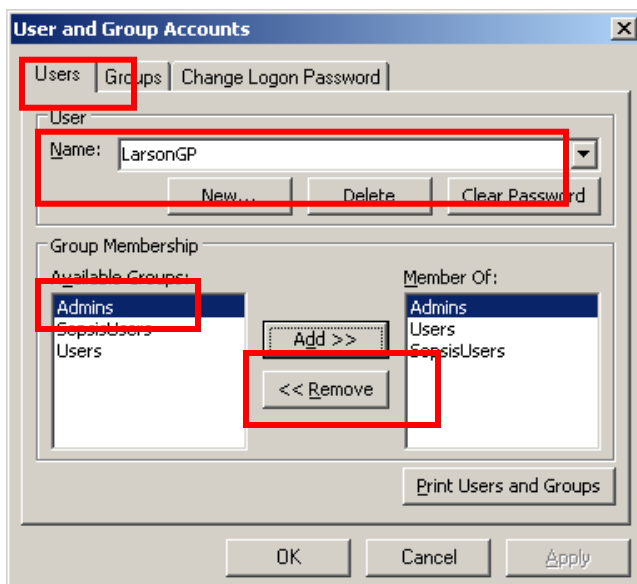


7. Once you are logged in as the NEW user you created go into Users and Groups Accounts...

In the Users box use the drop down box and select the user you just created. Click the Change Login Password Tab. You will see the new user name at the top: The old password is left blank and type in a password in the NEW PASSWORD filed and the same password in the VERIFY field. Click OK

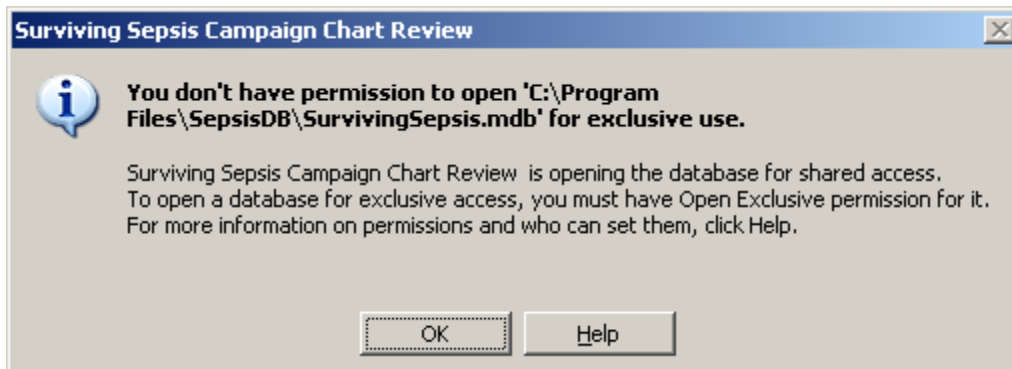


8. Click the Users tab
Select the current user
Highlight the ADMINS group and click REMOVE



Adding the user into the ADMINS group in the first place allows the changing of the password which you need to do logged into the database as that user. After you change the password then remove the ADMINS group as described above. Close out of the database.

When you first log into the database with a user who does not have ADMIN level rights within the database they will see this message:



This is normal and if they click OK they will get into the database.