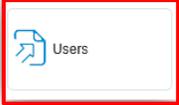


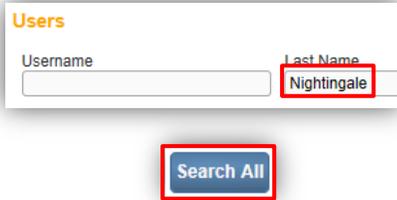
Restoring a Terminated User Account (No Current Facility or Campus Associations)

1 From the Home screen, click the **User** fast link.



2 Enter the Username and or Last Name.

Then click the **Search All** button.



3 Click the **user name** link in the **User Name** field in the search results to display the User Summary.

User Name	Name	Office Name	Start Date	End Date
flnight	Nightingale, Florence	Harrisburg Hospital	01/01/1900	02/18/2016 23:59:59

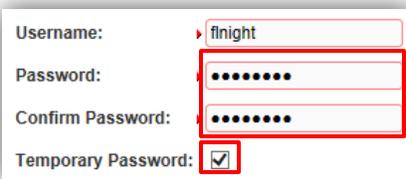
4 Click the **Reactivate User** link on the User Summary.

User Id: 7152
 User Name: flnight
 Password Expiration: 04/02/2016
 Start Date: 01/01/1900
 End Date: 02/18/2016 23:59
 Logon Attempts: 0

[Reactivate User](#)

5 Enter temporary password information:

- Enter a generic password in the **Password** field
- Enter the same password in the **Confirm Password** field.
- Select the **Temporary Password** checkbox.



Click the **Next** button.

6 Revisions to the **Name** and **Address** can only be made after the account has been reactivated.

Click the **Next** button.

7 If necessary, make revisions to the **Contact Information**.

Click the **Next** button.

8 Revisions to **Licenses** can only be made after the account has been reactivated

Click the **Next** button.

9 The Update User screen displays. Select your facility or campus name from the **Available Office Affiliations** field and click the **Add Arrow** button to add your facility or campus to the **Office Affiliations Assigned to the user** field.

10 Your facility or campus has been added to the **Office Affiliations Assigned to the user** field.

Click the **Next** button.

11 Select the appropriate **User Type** and click the **Add** button:

- Medical Certifier (for MD, DO, CRNP or PA-C) or
- Medical Facility User (for RN or other)

6. User Types

Please select User type for each Office Affiliation:

User Types: **Medical Certifier** (dropdown)

Offices: Harrisburg Hospital (dropdown)

Add (button) **Remove** (button)

12 The **User Type** and **Office Affiliation** display.

Remove	User Type	Office Affiliation
<input type="checkbox"/>	Medical Certifier	Harrisburg Hospital

Important: If this is a Medical Certifier, confirm that the **Death** checkbox is selected.

User is authorized to sign for the following events:

Birth Death

Click the **Next** button.

13 Confirm or select the role assigned to the user:

- For a **User Type** of *Medical Facility User*, select the **User Role** of **Default Death Facility User Active**.
- For a **User Type** of *Medical Certifier*, select the **User Role** of **Default Death Medical Certifier**.

Click the **Add Arrow** button.

14

The role is now assigned to this user. Click the **Next** button.

Available Roles		Roles Assigned to the user
Default External Birth Clerk - PA	>	Default Death Medical Certifier
Default Death Facility User Active	>>	
	<	
	<<	

15

The Business Functions screen displays. Do not make any changes.

Click the **Finish** button.

Finish

16

The User Summary displays with the **User Type**, **Office** and **Roles** fields populated.

Click the **Return** button.

User Type	Office	Roles
Medical Facility User	Harrisburg Hospital	Default Death Facility User Active
Total records : 1	Total records : 1	Total records : 1

17

The restored user now displays as an active user.

Users Search Current Search All New User

Username Last Name Office

User Name ↑	Name	Office Name	Start Date	End Date
flnight	Nightingale, Florence	Harrisburg Hospital	01/01/1900	

Office	Roles	Start Date	End Date
Harrisburg Hospital	Default Death Facility User Active	01/01/1900	

Total Records: 1

Note:

If the user is to be restored for multiple facilities or campuses:

- Select Main>Change office from the main tool bar after completing **Steps #1 – #17** to restore user access for the facility or campus selected on the login screen.
- Enter your password and select the office link for the next facility or campus for which user access is to be restored.
- Refer to [QRS-2027-MC](#) to restore user access for each additional facility or campus.