

1
Login and Access

Note: This access requires administrator rights.

- A. Login
- B. Click **My Account**
- C. Click **Switch Office**
- D. Switch to the appropriate office location by searching an **Account Number, Phone Number, Office Name or Street** within search field
- E. Click **Submit**
- F. Click **Site Administration**, click **User Profiles**

The screenshot displays the Henry Schein Dental web portal. At the top, there is a navigation bar with the Henry Schein logo, a search bar, and user account options. A sidebar on the left contains a navigation menu. The main content area features a search field for office locations and a list of accounts. Red callouts A-F point to specific UI elements: A (Login button), B (My Account gear icon), C (Switch Office link), D (Switch To button), E (Submit button), and F (User Profiles link).

2

Change User Password

- A. On the **User Profiles** page, click the **View/Modify** link to modify the information of the User ID
- B. On the **User Profiles: Modify** page, replace the information in the **Password** and **Re-type Password** fields with a temporary password
- C. Click **Submit** at the bottom of the page

Note: Contact the user and provide them a temporary password.

The screenshot displays the Henry Schein Dental web portal interface. At the top, there is a navigation bar with the Henry Schein Dental logo, a search bar, and links for 'Menu', 'Shop', and 'My Account'. Below the navigation bar, there is a 'LOGIN' button and a 'Create an Online Account' link. The main content area is titled 'USER PROFILES' and shows a table of users. A red arrow points to the 'View/Modify' link for a user, labeled with a blue circle 'A'. Below this, the 'USER PROFILES: MODIFY' page is shown, featuring a form with fields for 'User ID', 'Password', and 'Re-type Password'. A red arrow points to the 'Password' field, labeled with a blue circle 'B'. At the bottom right, a 'SUBMIT' button is highlighted with a red arrow and a blue circle 'C'.