

Managing Yours and Your Users' Profile

Rachel Carmickle - 2024-08-30 - [Identity Management V2](#)

All users can manage their user profile. If you are a Novari Support Coordinator/Novari Admin, you can manage your user profiles as well.

The user profile is divided into sections: Person details and Account. Depending on your permissions and the Novari applications at your workplace, what you see may vary.

Non-support coordinator users see only their Person details or Person details and Account. (Not all persons have accounts.)

There are two ways of navigating around User profile: select an item to jump to the section or use the scrollbar at the right of the browser window.

Person details

- Change the person's first or last name
- Both first and last names are mandatory
- Change the person's designations
- Select all that apply

Account

- Enable or lock a person's account
- Locking a person's account stops the person from signing in to their Novari applications
- See when a user last signed in
- Edit a user's associated clients
- Manage a user's roles
- Change your password or assign a temporary password to a user
- If a user is unable to sign in due to a forgotten password, that password can be reset. In Change password, enter a temporary password. You must provide the user with the temporary password. The user will be prompted to create a new password on their next sign-in.

Change password



The user will be prompted to change their password on their next sign-in. You must provide them with the temporary password.

Temporary password *

[Show](#)

Change Password

Cancel

Novari Health will not send this password to the user.

- Enable or disable if partner sign-in is required
- Identify if the user is a health information custodian