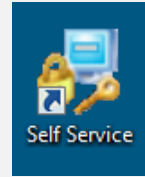


## Changing Your McLaren Network (WSP) Password

### Internal Users (In Hospital)

You must register with McLaren's account self-service portal to change your password. Click the "Self Service" icon located on the PC desktop.



### External Users (Physician office staff users)

You must register with McLaren's account self-service portal to change your password. Open Internet Explorer and go to the website listed below.

## Registering for the Self-Service Portal

Registering for McLaren's Self-Service Portal is easy and takes about 5 minutes.

### To register:

1. Visit <https://resetme.mclaren.org/pmuser>.
2. Type your user ID in the first box
3. Type in the random characters presented on screen in the box below
4. Click on the *OK* button
5. Click on *My Questions and Answers Profile*
6. Enter the temporary password provided to you, or, if this is not a new account creation, then use your current password
7. Select 3 security questions and answer them
8. Click the *Next* Button
9. Click on *Go To Home Page* to return to the main page

**Note: Completing this one-time process allows you to click the "Forgot My Password" link on the website and reset your own password if needed.**

### To change your password after following the above steps:

1. Click on *Manage My Passwords*
2. Type the temporary password provided to you or your existing one that you had previously
3. Enter your new password
4. Confirm your new password
5. Click the next button.

## Important Notes

Passwords must be 8 to 12 characters and comprised of at least 1 letter and 1 number. Punctuation marks and special symbols (!.#\$) are not allowed at this time.

- You may only change your password once every 24 hours.
- If the Anthelio Service Desk resets your password and gives you a temporary, you must wait 24 hours before changing the password.

**Anthelio / Atos Service Desk: (810) 424-8400**