



**Michigan Medicine
Laboratories (MLabs)**

N-LNC Specimen Processing
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Ann Arbor, MI 48109-2800

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INITIAL SETTING OF SECURITY QUESTION JOB AIDE

1 Login into MLC

The login page features the Michigan Medicine Laboratories logo at the top left. Below the logo are two input fields for 'User Name' and 'Password'. To the right of these fields are two green buttons labeled 'Login' and 'Exit'. Below the buttons is a link that says 'Forgot User Name / Password?'. At the bottom of the page, there is a copyright notice: 'Copyright 1994-2024 Sunquest Information Systems, Inc. All Rights Reserved.' and a link for 'Browser Settings Information'.

2 Select your Site for Login and click Login.

The dialog box is titled 'Please Select a Site'. It has two radio buttons: 'Site Name' and 'Site ID', with 'Site ID' selected. A text box next to 'Site ID' contains the value '9200'. There are 'Search' and 'Clear' buttons. Below this is a table with the following data:

Site ID	Site Name	Unread Reports
9200	Atlas LabWorks Test Site	-

At the bottom of the dialog, there are three buttons: 'Administration Site', 'Login' (highlighted with a red box), and 'Cancel'.

3 The Setup a Security Question Prompt pops up.

The dialog box is titled 'Setup a Security Question'. It contains two input fields: 'Security Question' (a dropdown menu) and 'Answer' (a text box). At the bottom, there are three buttons: 'Reset' (with a small icon), 'Save', and 'Cancel'.



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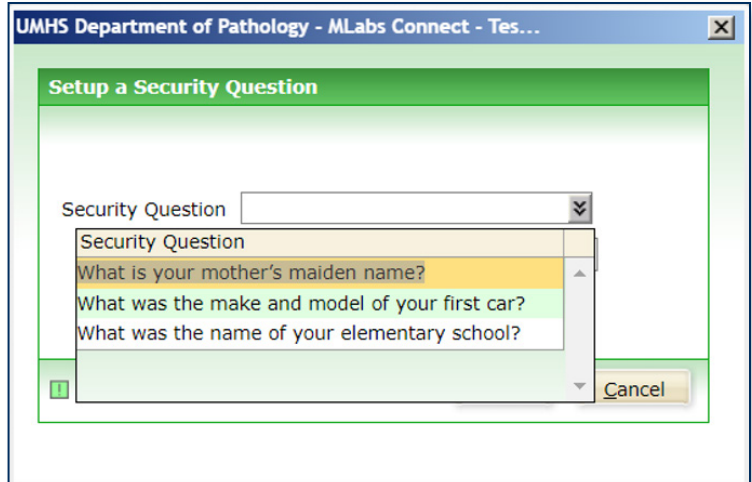
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- 4** Click the dropdown arrow and choose from one of the questions to answer.

NOTE: To reset your password in the future, you must know your security question response.



- 5** Once you have selected a Security Question, type in an answer in the **Answer** section.

Click **Save**.

NOTE: Your answer is case sensitive.

Your security question is now set, you will use this to reset your password should you forget it in the future.

