Dundee ELMS Self Set Password Authentication Guide

Dundee ELMS now has Two Factor Authentication, when you login to the system you will be asked to provide answers to 3 security questions. After you have given answers each time you login with your username and password you will then be asked to provide an answer to 1 of the 3 questions.

You can now also reset your password yourself via ELMS. Just click the "can't access your account? Click here" link under the Sign In button.



You should then fill in the forgotten password form:

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You can use this form to reset a forgotten password.	
If the details entered in the form below match those held on record, your password will be reset automatically, and emailed to	o vou.
Otherwise the details entered below will be submitted to an Elms2 administrator who will manually reset your password, and email	l it to you.
Please complete all the details below	
User ID:	
Surname: *	
Email:	
Submit Back	

Click submit, and if your details are correct the system auto generate a new password to your email address. You will then need to log in with that temporary password and create a new one, which must contain a minimum of two numeric (1,2,3 etc) or special (!*£\$) characters and **not** two characters the same next to each other, ie 'ss' in password or 'mm' in summer.

If your details do not match, an email is generated to NHS Tayside IT Service Desk, however if it is urgent that you get access, please phone the NHST Service Desk on ext 70444 or externally 01382 424444 as there can be a delay in their picking up emails generated to the system.