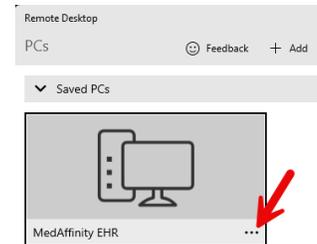


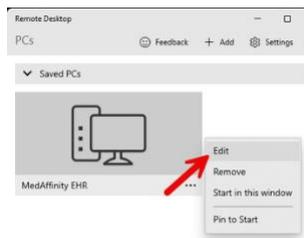
MEDAFFINITY EHR – UPDATING MICROSOFT REMOTE DESKTOP

UPDATING THE PC NAME, USERNAME, AND PASSWORD

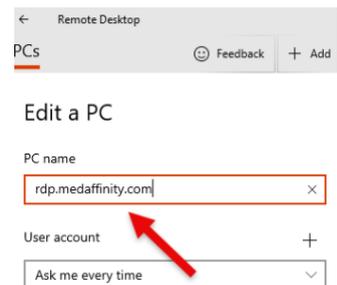
- Open the “**Microsoft Remote Desktop**” App
- Click on the “**PC**” and click on the 3 little dots in the bottom right hand side of the PC box.



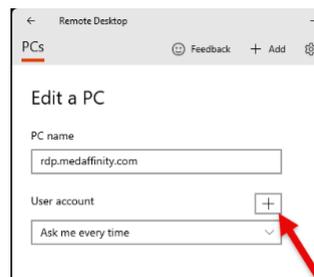
- Click on “**Edit**”



- In the box under “**PC name**”, remove “**medcloud**”
*PC name should look like: rdp.medaffinity.com



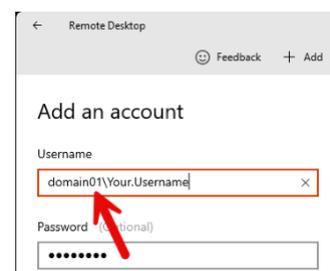
- Click on the “**+**” symbol.



- Add a new account and type in “**domain01**” then type your MedAffinity username.

*username should look like: domain01\username

- Type your MedAffinity password (exactly how it was sent to you).

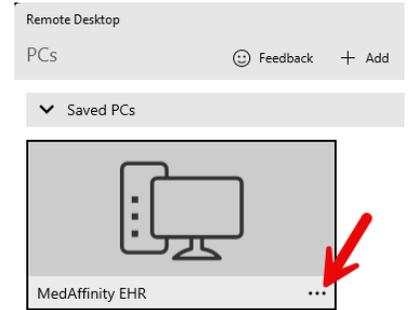


- Under the “**Display name**”, type “**NEW EHR username**” or whatever will let you know this is your new EHR login.

- Then click “**Save**”.



- Double click on the PC that was modified and it should log you in just as it did before.



If you for some reason it didn't work, double check the settings and make sure its setup the way that is written in this manual.