

## Modified login procedure provides extra security in Cornerstone 9.3

**The ready-to-use content below can help you explain this important change to your team if you currently use password-only login.**

Client and patient data are the lifeblood of your practice. To protect your data from unauthorized access, Cornerstone\* Software version 9.3 improves the encryption of stored passwords by requiring team members to enter **both** a user ID/name **and** a password when they log in.

Help your team prepare for the change by using one of these two ready-to-use messages:

- Version A, for individual logins
- Version B, for group logins

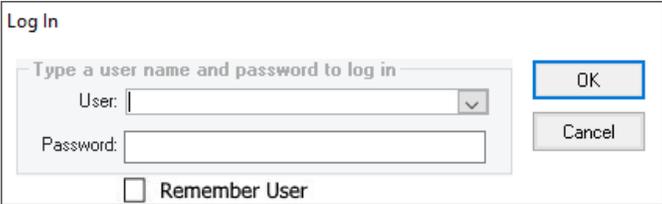
Review and modify the text as needed for your own upgrade date and group login list (in red below). Then just copy the content into a document or an email and share it with your team before you upgrade to Cornerstone 9.3.

### Version A, for individual logins

Hello team!

We are upgrading to Cornerstone Software version 9.3 on **date**. This version of Cornerstone will provide an extra layer of security by requiring you to enter **both** a user ID **and** a password whenever you log in.

The cursor will be in the User field when you start to log in:



The screenshot shows a 'Log In' dialog box. At the top, it says 'Log In' and 'Type a user name and password to log in'. Below this, there is a 'User:' field with a drop-down arrow, a 'Password:' field, and a 'Remember User' checkbox. To the right of the fields are 'OK' and 'Cancel' buttons.

The new login process is easy:

1. Enter your user ID, and press **Tab**.
2. Enter your password, and then click **OK** (or press **Enter**). You're good to go!

#### Tips:

- If you select **Remember User** before clicking **OK**, the current user ID/name will be retained and will be displayed automatically the next time you or someone else logs in at this workstation.
- If you forget your user ID, you can select your name from the **User** drop-down list. Then let us know, and we can provide you with a user ID for faster login.

After a few days this modified login method will be second nature. Thank you all for helping to protect our data, and please let us know if you have any questions. Soon we'll share all the great new enhancements in this release!

## Version B, for group logins

Hello team!

We are upgrading to Cornerstone Software version 9.3 on **date**. This version of Cornerstone will provide an extra layer of security by requiring you to enter **both** a user ID **and** a password whenever you log in.

The cursor will be in the User field when you start to log in:



The screenshot shows a 'Log In' dialog box. At the top, it says 'Log In' and 'Type a user name and password to log in'. Below this, there is a 'User:' field with a drop-down arrow, a 'Password:' field, and a 'Remember User' checkbox. To the right of the fields are 'OK' and 'Cancel' buttons.

The new login process is easy:

1. Enter your group user ID (see below), and press **Tab**.
3. Enter the group password (the same one you always use), and then click **OK** (or press **Enter**). You're good to go!

As a reminder, here are our group user IDs:

FD = Front Desk  
TEC = Technicians  
STA = Staff

### Tips:

- If you select **Remember User** before clicking **OK**, the current group user ID/name will be retained and will be displayed automatically the next time you or someone else logs in at this workstation.
- If you forget your group user ID, you can select the group name from the User drop-down list.

After a few days this modified login method will be second nature. Thank you all for helping to protect our data, and please let us know if you have any questions. Soon we'll share all the great new enhancements in this release!