When you change your Blue password, take the following steps to update the Citrix Single Sign On.

Before anything else, restart your computer!

1. Log on to Citrix using your NetID and new Blue password

2. Click on Electronic Health Record application. The EHR Log In page will appear.

3. A small window will open in the upper left hand corner of the screen. Click Cancel.

4. Right click on the Citrix Single Sign On icon in the tray on the bottom right hand corner of the screen and select Logon Manager
5. The Logon Manager screen will open. Right click on EHR Prod and select Properties

6. Clear the Password Field. Populate with your new Blue Password and click ok. Click the “X” to close the Logon Manager.

7. Close the EHR.

8. Reopen the EHR. It will automatically open the application your new password.

**Blue Password Criteria**
- Passwords must be at least 8 characters in length
- Passwords must contain 3 of the 4 requirements listed below:
  - Upper case letters [ex: A B C D]
  - Lower case letters [ex: a b c d]
  - Numbers [ex: 1 2 3 4]
  - Special characters [ex: & ! @ #]
- Passwords cannot be the same as the previous 10 passwords used
- Passwords cannot contain any part of your name or netid
- Passwords will expire every 180 days