

Division of Laboratory Medicine

Resetting the password for online test requesting (ICE) in EMIS WEB

The ICE password is set using the EMAS Manager.
This is only available to an Administrator.

1. Click on the EMIS ball at the top left hand corner of the screen
2. Select **System Tools**
3. Select **EMAS Manager**
4. Select **Test Requests**
5. Highlight the Provider Trust
6. Select **Users**
7. Click on the user name
8. Type in the password as required (Password will be provided by the Trust)
9. Click **OK**
10. Save settings