

Password Change: How to Change/Reset Your Password

To change or reset your own HealthStream password:

- 1. Go to the HealthStream website and click on Forgot your password?
- 2. Enter your User ID OR associated email address and click Submit. *User ID Note:*
 - If you are an employed staff/contract traveler/volunteer/student, your User ID is your Employee ID.
 - If you are a non-employed/affiliate provider, your User ID is your network ID.
- 3. You will get a notice that an email has been sent to your associated account and you will need to go to your email account to follow the instructions to reset your password.

 Note: Contact the Aspirus Service Desk at 715-847-2300 or 800-297-8780 if you get an error message that says "Please verify User ID/Password/Organization and try again."
- 4. In your email account, you should receive an email from no-reply@healthstream.com with a link to reset your password. Click on the link to proceed with your password change.
- 5. Enter a new password per the password requirements shown on the screen. Next, reenter the new password again to confirm your new password. Then click Submit.
- 6. You will get a notice that you've successfully changed your password. Click the Login now link to log into HealthStream with your new password.

If you have issues or need assistance with a HealthStream password change/reset, please contact the Aspirus Service Desk at 715-847-2300 or 800-297-8780.