Changing passwords for OvidSP UserIDs

OvidSP administrators can change the passwords for Ovid userIDs, to maintain secure access to Ovid resources. We recommend changing passwords on a regular basis, or whenever a user who was allocated a user ID has left the institution.

The administrator can change passwords with the following procedure:

1. Go to the OvidSP login page at http://ovidsp.ovid.com and login with your OvidSP administrator ID and password.

2. Click on the ‘Admin Tool’ link at the top of the screen:

3. Click on the ‘Password Changing’ link:

4. In the Password Changing Utility, follow these steps:
   - Choose your user group.
   - Click on the ‘Show Users’ button.
   - The UserIDs set for that group will appear. Select the userID you wish to change, and enter and re-enter the new password. The password must be between 6 and 8 characters, and contain only letters and/or numbers. Then click on ‘Change Password’.

If you have any questions, contact support@ovid.com.
5. If your password change operation was successful, you will see the message ‘Successful password change for <userID>:’

If you see any of these error messages, please do the following:

- Check that the new password is between 6 and 8 characters.
- Re-enter the password, ensuring that you enter the same password both times.
- Check that the new password contains only letters and numbers.

If you are still unable to change the password, please contact Ovid Technical Support.

6. Exit the Password Changing Utility by clicking on the ‘Ovid Admin Tools’ link, and then Logoff: