

Reset Password



Course Overview

Users sometimes need to reset their password to access CorrecTek Spark. Passwords may also need to be updated to meet security or facility requirements.

This guide walks you through how to reset your password using the User Control Panel.

For security reasons, the CorrecTek Helpdesk does not manage user accounts or reset passwords. Contact a facility administrator for assistance.

Use This Guide When

- Resetting your existing password
- Updating your password for security purposes
- Changing your password to meet facility requirements

What You'll Be Able to Do

- Reset your password in Spark

Reset Password



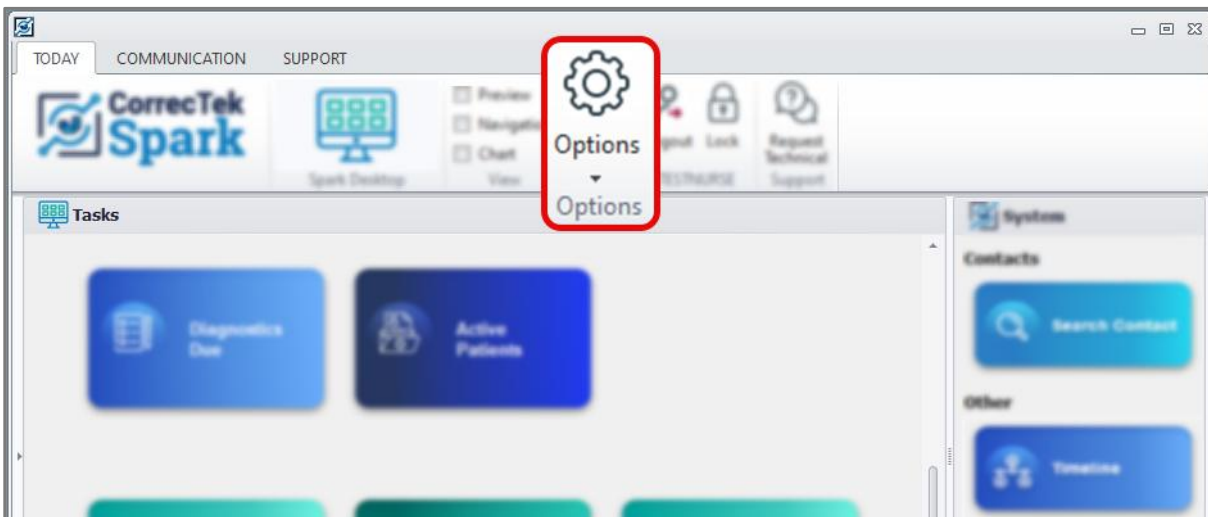
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Reset Password

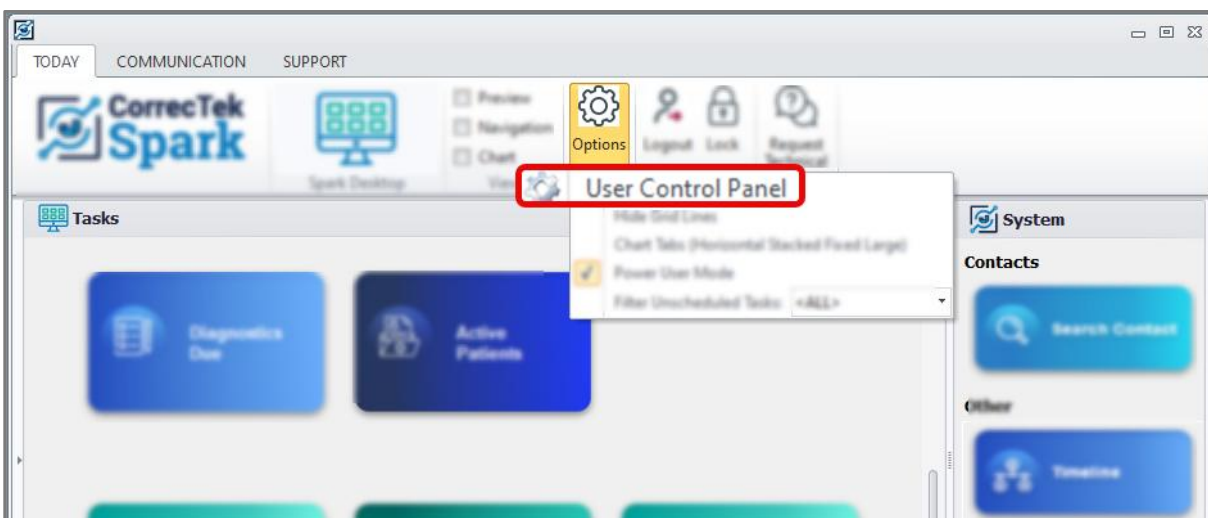
Spark Desktop

From the Spark Desktop, click **Options**.



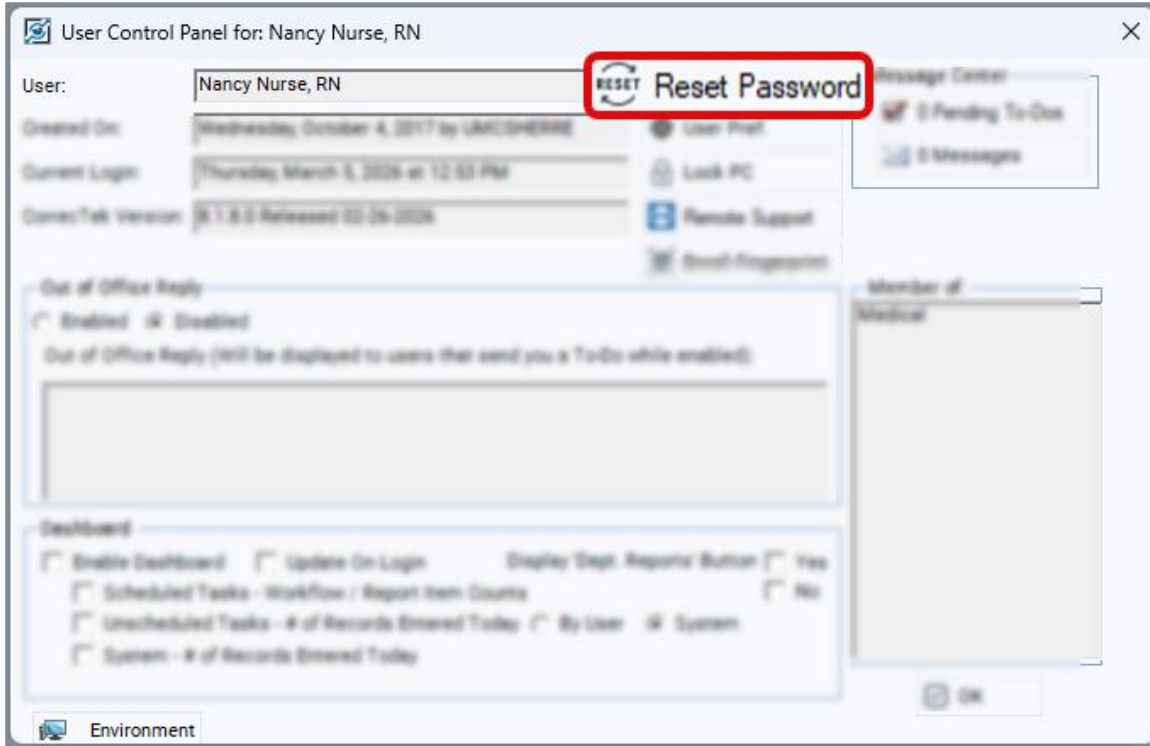
User Control Panel

Click **User Control Panel**.



Reset Password

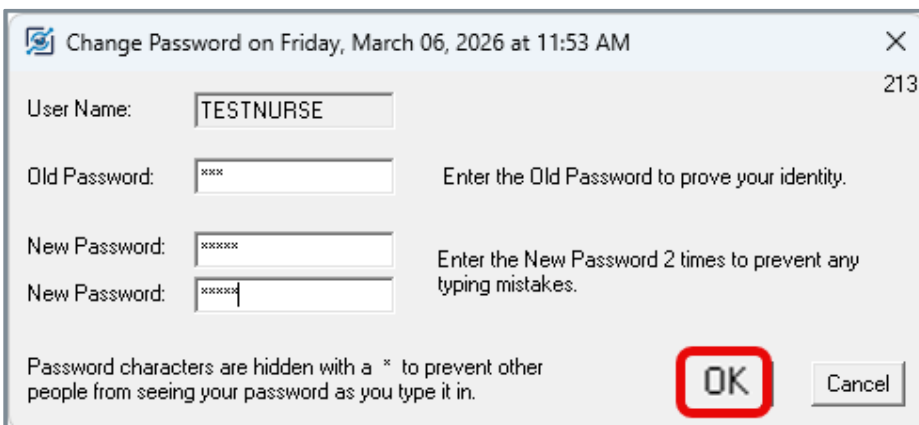
The User Control Panel dialog box opens. Click **Reset Password**:



The screenshot shows the 'User Control Panel for: Nancy Nurse, RN'. The 'User' field is populated with 'Nancy Nurse, RN'. A red box highlights the 'RESET Reset Password' button. Other visible elements include 'Created On: Wednesday, October 4, 2017 by UNICSHERR', 'Current Login: Thursday, March 5, 2026 at 12:53 PM', 'CorrecTek Version: 3.1.8.0 Released 02-26-2026', 'Out of Office Reply' settings, and a 'Dashboard' section with various checkboxes. A 'Message Center' on the right shows '0 Pending To-Do' and '0 Messages'. An 'OK' button is at the bottom right.

In the Change Password dialog box:

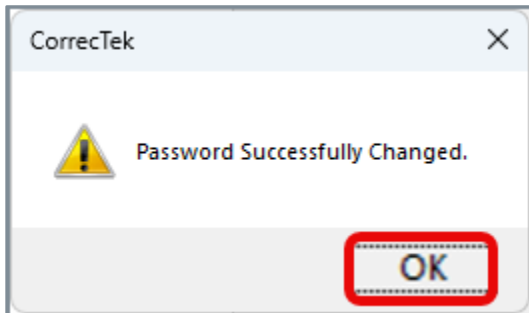
- Enter the **Old Password**.
- Enter the **New Password**.
- Re-enter the **New Password**.
- Click **OK**.



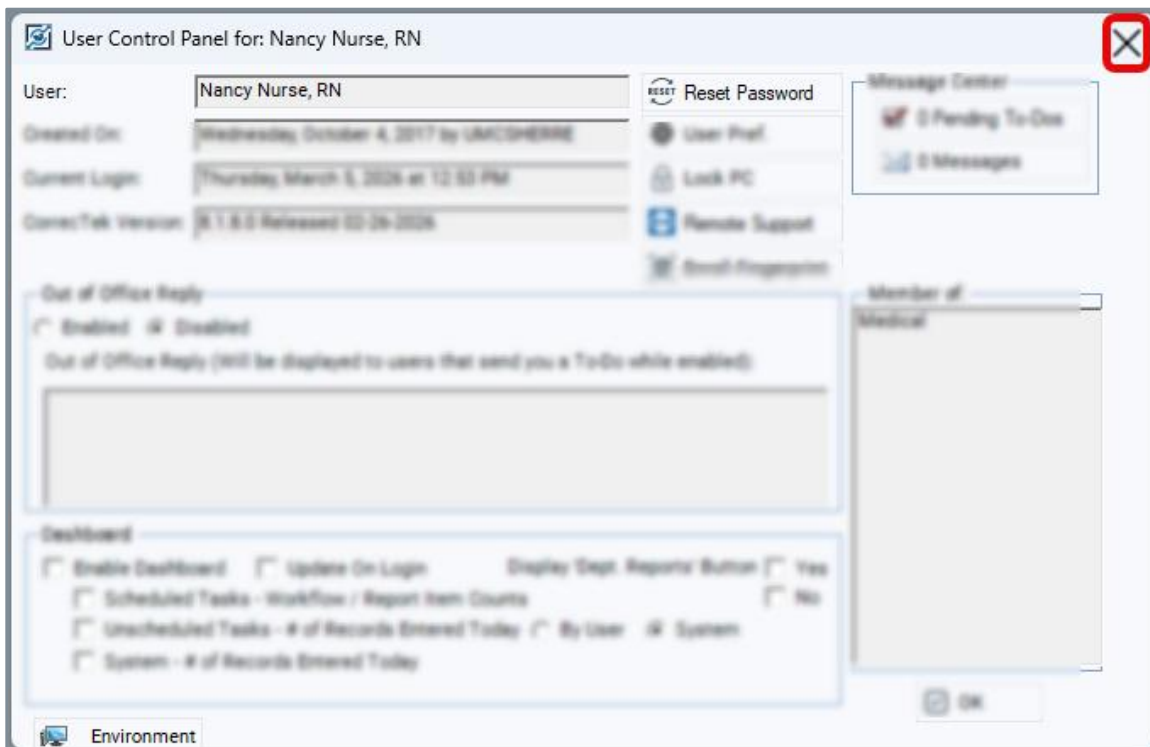
The screenshot shows the 'Change Password' dialog box. The title bar reads 'Change Password on Friday, March 06, 2026 at 11:53 AM'. The 'User Name' field contains 'TESTNURSE'. The 'Old Password' field is masked with 'xxx' and has the instruction 'Enter the Old Password to prove your identity.' The 'New Password' field is masked with 'xxxxxx' and has the instruction 'Enter the New Password 2 times to prevent any typing mistakes.' Below this, there is a second 'New Password' field, also masked with 'xxxxxx'. A note at the bottom states 'Password characters are hidden with a * to prevent other people from seeing your password as you type it in.' The 'OK' button is highlighted with a red box, and a 'Cancel' button is also present.

Reset Password

Click **OK** again to return to the User Control Panel.



Click **X** to close the screen and return to the Spark Desktop.



Passwords serve as the user's unique signature. Do not share passwords with anyone.

Facilities may enforce password requirements. Contact a local administrator for questions about site policies.