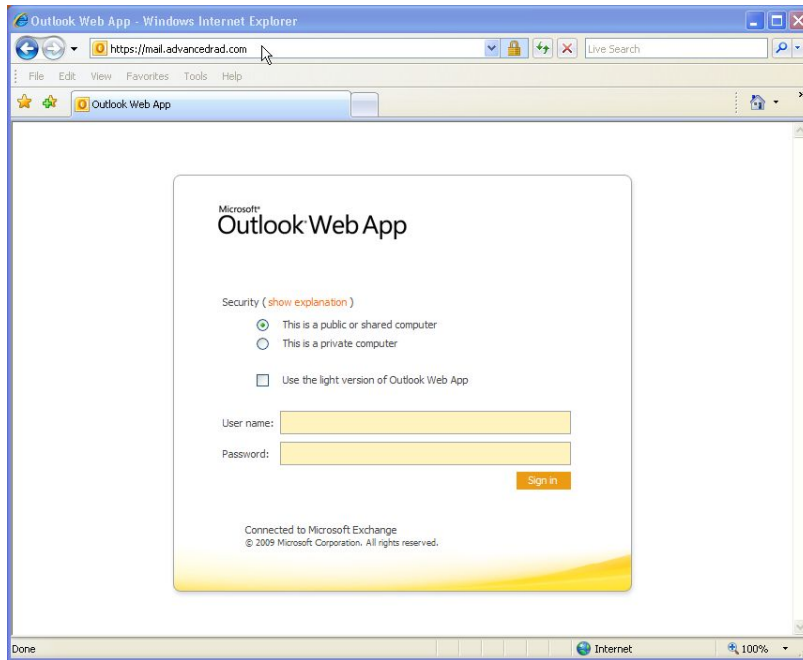


HOW DO I CHANGE MY ARS PASSWORD REMOTELY

If you require assistance, please contact the STARS IS Help Desk at 616-363-7532

Open your internet browser (I.E. Internet Explorer, Firefox, etc).

Enter the following address into the browser: “mail.advancedrad.com” and press enter.



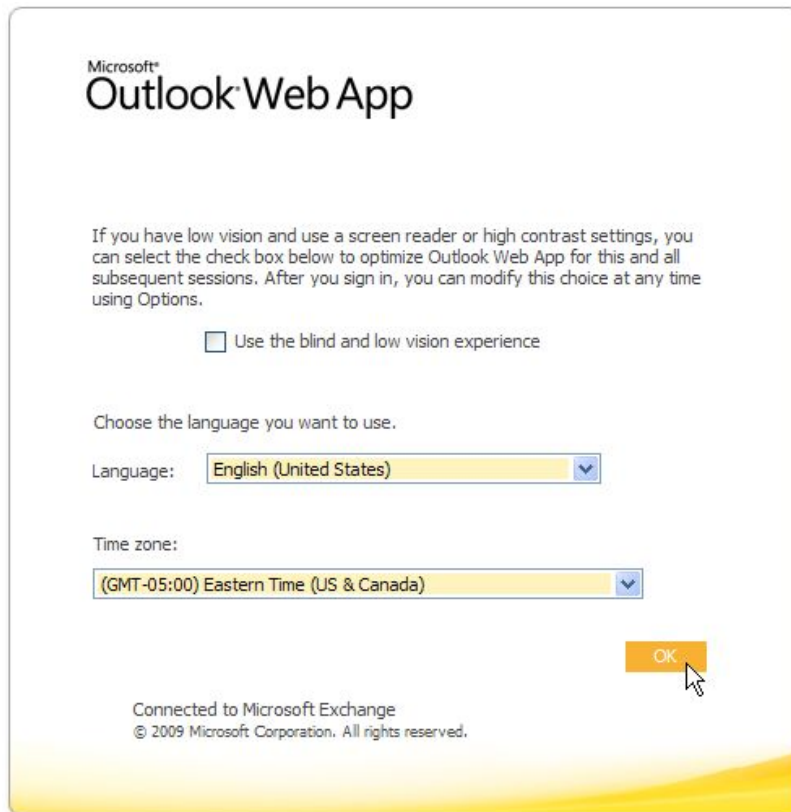
Enter your user name (typically first initial followed by your last name)

Enter your password or temporary password and press the enter key or click “Sign in.”

HOW DO I CHANGE MY ARS PASSWORD REMOTELY

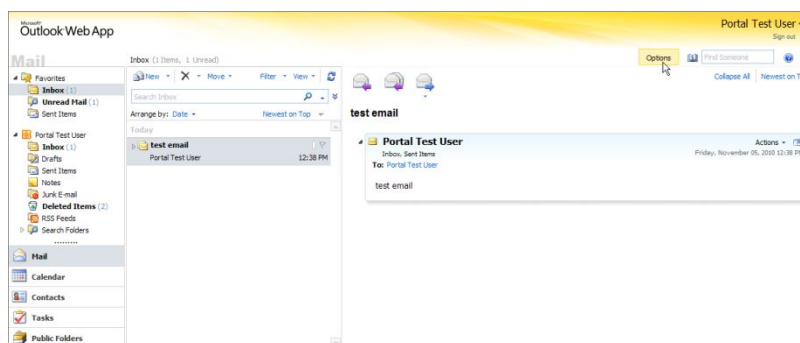
If you require assistance, please contact the STARS IS Help Desk at 616-363-7532

The first time you log into the system, you will be prompted by the following:



If the defaults are correct, select “OK”

The following screen will appear. This is inside of the ARS email system & you will see your ARS email inbox. Additionally, you will have access to the ARS/STARS contact list including the internal email address book.

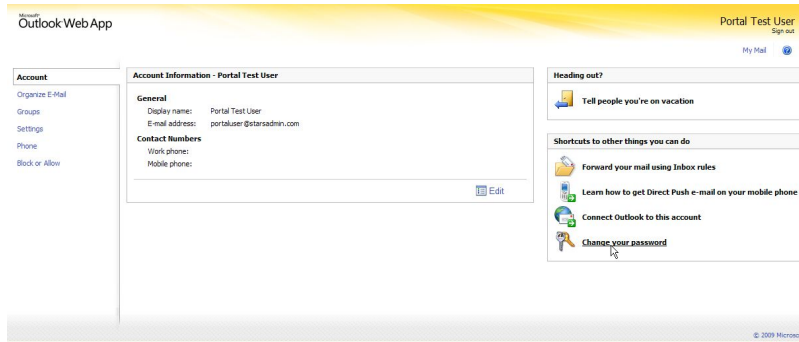


To change your password, press “Options” located in the upper right hand corner of the window.

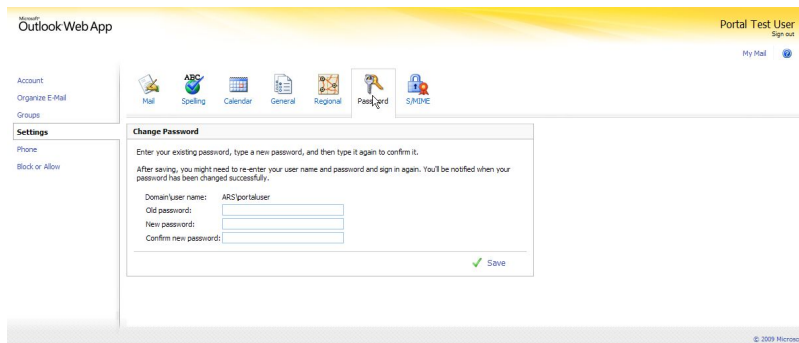
On the next screen, select the “Change your password” that is located at the end of the list on the right hand side.

HOW DO I CHANGE MY ARS PASSWORD REMOTELY

If you require assistance, please contact the STARS IS Help Desk at 616-363-7532



If not already selected, select “Password” from the top of the screen.

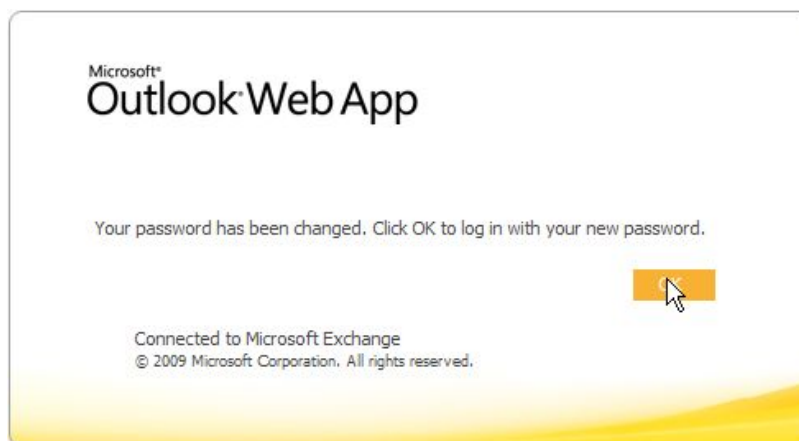


Enter your Old/Temporary Password

Enter your new password. Please note, the current requirement is that the password should be a minimum of 8 characters and contain 3 of the 4 following types – Upper Case, Lower Case, Symbol, and Number.

Please reenter this password again for confirmation & select Save.

If successful, you should see the following:



Congratulations, your password has successfully been changed.