**Password Reset and Viewing Report for MI Patient Portal**

1. **Password Reset**

Click on *Forgot your password?*



Patient will get an email with temporary password (Six-digit number). Patient can click on the Please login here link, to access the Patient Portal sign in page at <https://patient.tranow.com/login.cshtml?ReturnUrl=%2f>



1. *Current Password*- type temporary password (916425) hit TABto move to next box or click on it. **DO NOT HIT ENTER** during this process.
2. *New Password-* Create new password*,* hit TABto move to next box or click on it. **DO NOT HIT ENTER** during this process.
	* 8 Characters, at least 1 upper case letter, one lower case letter, one number and one special character from [@#$%^&+=!].
3. *Confirm Password-*Retype new password
4. Choose **Send Text** or **Receive Voice**
5. Once Text or Call is received, a Verification Code box will appear allowing patient to enter 6 digit code.



1. If New Password does not meet conditions listed below a message will appear. Patients will need to retype the NEW Password with the requested criteria that will meet the conditions.

Minimum of 8 characters, One upper case letter, One lower case letter, One number and One special character (@#$%^&+=!).

1. If New and Confirm Password does not match, Patient will need to re-type confirming match.



Click on **blue check box** to complete the change.

**Hitting Enter Anytime During this process will clear out the Current Password, leaving it blank.**

1. If the Patient is signing in for the first time, they must set up Security Questions.
* Hit TABto move to next box. **DO NOT HIT ENTER** during this process.



1. **Viewing Reports**

Patient can view finalized reports by:

1. Clicking on Reports Tab
2. Click on Exam
3. Click to view report



1. Click Download to view entire report.

