

## MEDSQUARES USERGUIDE #3: Recover Forgotten Password

### WELCOME to **medsquares**:

For 2017-18, residents (i.e. Learners) and faculty (i.e. Assessors) in programs that are set to launch CBD will be using the University of Toronto online assessment platform called medsquares for completing CBD assessments.

- If you have any questions about your login or the online assessment tools, please contact [cbme.pgme@utoronto.ca](mailto:cbme.pgme@utoronto.ca)
- If you have any questions about CBD in your residency program, contact your residency Program Director.

### NOTE:

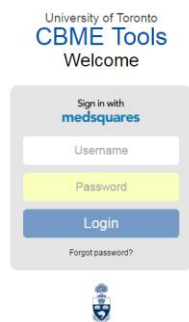
- **BROWSER COMPATABILITY:** Compatibility of browsers in this order of functionality with **medsquares**: Safari 9+, Chrome 49+, Firefox 45+, Edge 12+, and Internet Explorer 11+. Ensure browser is updated if possible.

### A. Access your PROGRAM-SPECIFIC Site

1. Go to your residency **program's medsquares site**: <http://cbme.usquaresoft.com/>

### B. SELECT “Forgot password?”

2. Select the “Forgot password?” button located at the bottom center of the login page



### C. Recover Password

3. Enter the email address associated with your **medsquares** account.  
A **recovery link** will be sent to this email addresses inbox.

### Recover Password

Please enter the email address associated with your Medsquares account. You will receive a recovery link at that email address within a few minutes.

Email

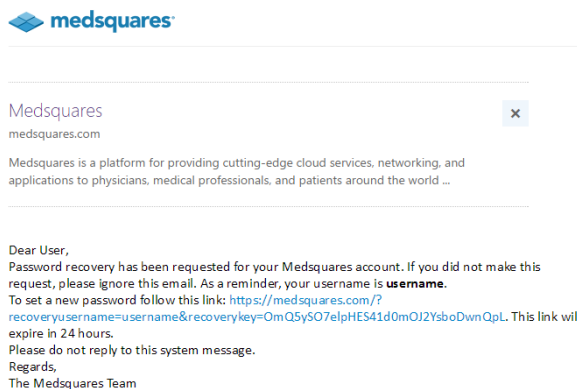
**Recover Password**

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## D. Select Recovery Link

4. Click the **recovery link** you received in your inbox to set up your new password.

From: Medsquares <system@medsquares.com>  
 Sent: June 19, 2017 4:40 PM  
 To: USER  
 Subject: Medsquares Password Recovery



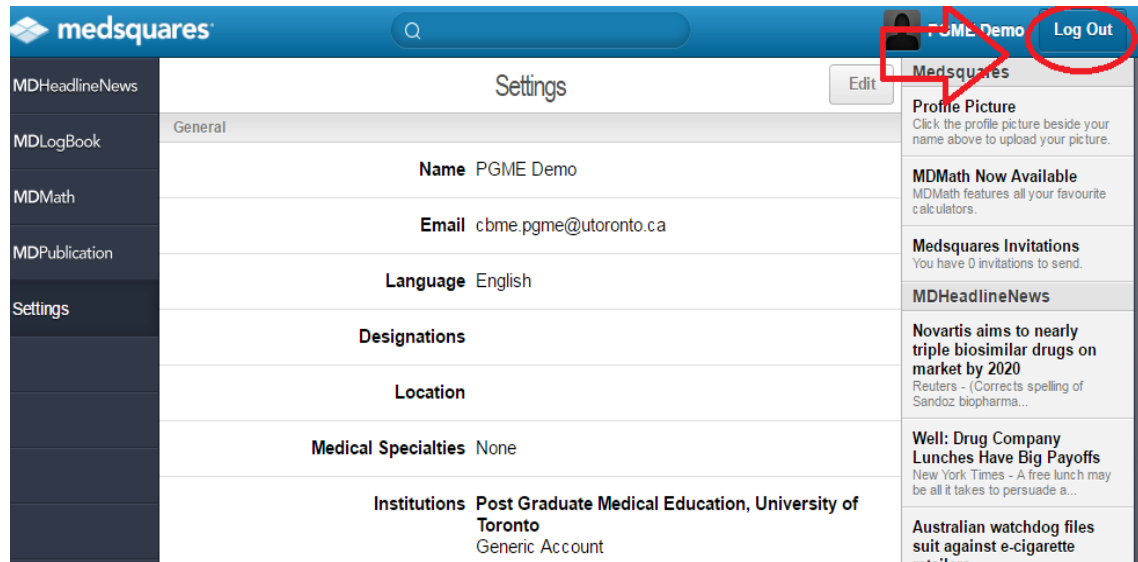
## E. Create New Password

5. Enter your new password in the “**New Password**” field (8 characters long) and re-enter this same password in the “**Confirm Password**” field. Then select the “**Change Password**” button.

The screenshot shows the Medsquares web application interface. On the left is a sidebar menu with items: MDHeadlineNews, MDLogBook, MDMath, MDPublication, MDQuestionnaire, and Settings. The main content area displays a "Change Password" dialog box. The dialog box contains the text: "You must change your password to proceed. The password must be at least 8 characters long." Below this text are two input fields: "New Password:" and "Confirm Password:". At the bottom of the dialog box is a blue button labeled "Change Password".

## F. Log Out of medsquares

6. Once complete, you will be at the homepage for the medsquares administration site.
7. To exit the medsquares administration site, click “Log Out” at the top right-hand corner of screen.



## G. Re-login with New Password

8. To log in to the Program-Specific Assessment tools go back to <http://cbme.usquaresoft.com/> and enter your username and your **new password**.