

DIME Reset Password Guide

As a DIME user I have forgotten my DIME password, or I wish to change my dime password to a new one.

1. I open up the DIME system: <https://ndtp-dime.hse.ie/default.aspx> I see my username and password fields. I see a new link beside login button called “**Forgot Password**”. I click on “Forgot Password”



NDTP – Doctors Integrated Management E-system
NDTP – DIME

4.7.0

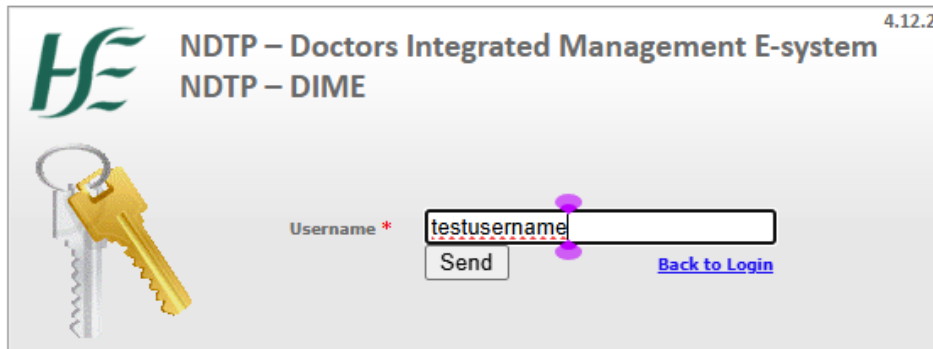
Username

Password

Login [Forgot Password?](#)

HSE Password Policy: minimum of 8 characters, containing characters both upper case, and lower case, numbers, and 1 special character e.g C, @, %, ^, &, #, ?, \$, !, ", E.

2. I enter my DIME username in the field “username” and click on “send.”



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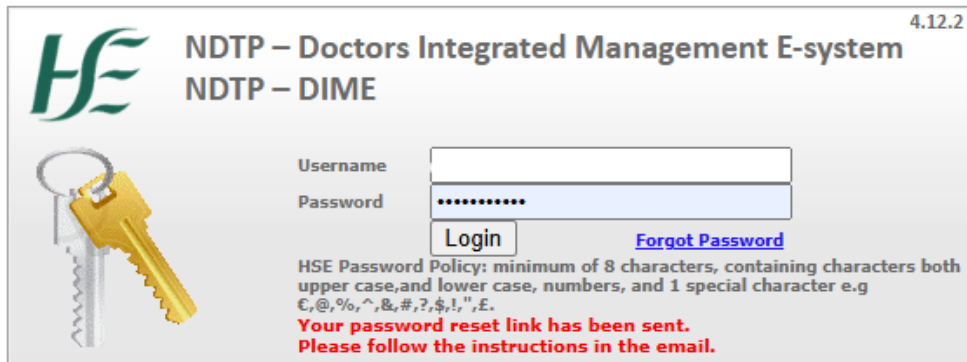
4.12.2

Username *

Send [Back to Login](#)

NDTP –Doctors Integrated Management E-System (NDTP-DIME)

3. Box will change to state my password reset link has been sent to the email associated with the username:



HSE NDTP – Doctors Integrated Management E-system
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Username

Password

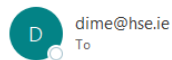
[Forgot Password](#)

HSE Password Policy: minimum of 8 characters, containing characters both upper case, and lower case, numbers, and 1 special character e.g. €, @, %, ^, &, #, ?, \$, !, ", ' , E.

Your password reset link has been sent.
Please follow the instructions in the email.

- 3.1 Sample email from DIME to my email account associated with my DIME username.
Note - the reset password link expires after 24 hours if not used:

Reset password



Dear

You have requested to reset your password for your account.

Please visit this url to reset your password.

<https://ndtp-dime.hse.ie/Login.aspx?ID=c9c57c70-ee37-407f-b299-bb381abb4231>

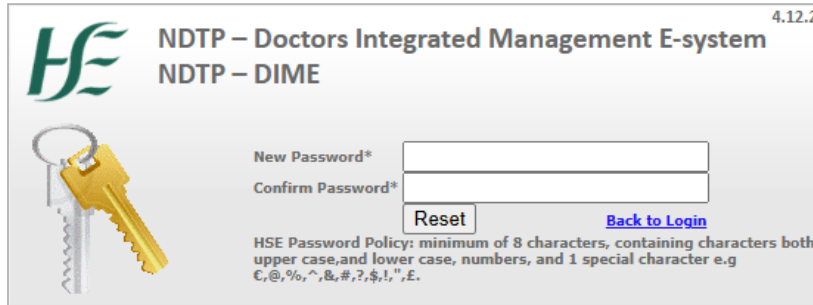
If you received this email in error or should you have any queries please contact the DIME Team at dime.team@hse.ie.

Do not reply to this email.

Kind Regards
DIME Team

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4. After I click on the link in the reset password email link, I get brought to the reset password page:



4.12.2

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New Password*

Confirm Password*

[Reset](#) [Back to Login](#)

HSE Password Policy: minimum of 8 characters, containing characters both upper case, and lower case, numbers, and 1 special character e.g €, @, %, ^, &, #, \$, !, ', '. E.

I enter my new password. Then I repeat my new password. Note the current HSE Password Standards Policy for choosing a password:

- Minimum of 8 characters.
- Contains uppercase and lowercase characters.
- Includes numbers and at least one special character (e.g., @, #, \$, etc.).

I click “reset” button.

- 4.1 Sample email from DIME to your email account confirming my password reset has been accepted:

Password changed



dime@hse.ie
To

Dear ,

This is a confirmation that your password has been successfully changed.

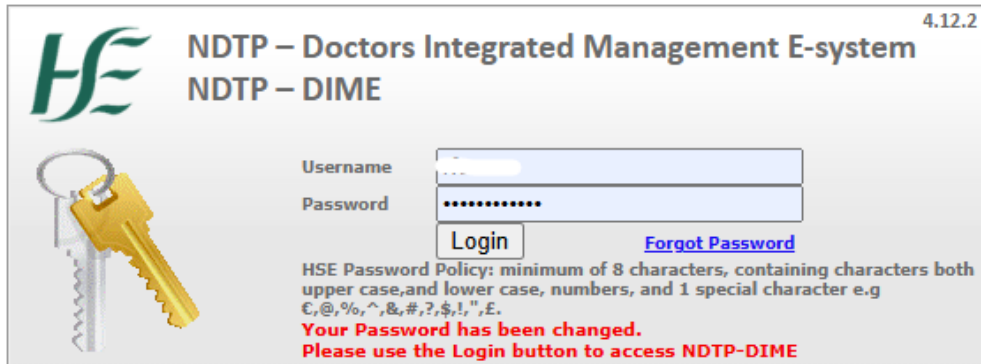
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Do not reply to this email.

Kind Regards
DIME Team

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5. I am brought to the confirmation of password change page, where I now enter my username and my **new** password. I click on Login and I can now enter DIME:



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NDTP – DIME 4.12.2

Username

Password

[Forgot Password](#)

HSE Password Policy: minimum of 8 characters, containing characters both upper case, and lower case, numbers, and 1 special character e.g €, @, %, ^, &, #, ?, \$, !, ', '.

Your Password has been changed.

Please use the Login button to access NDTP-DIME

For further assistance, please contact: dime.team@hse.ie