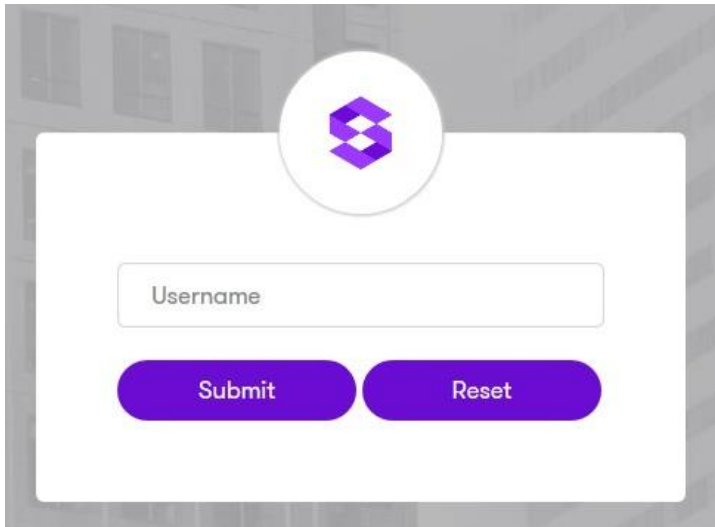
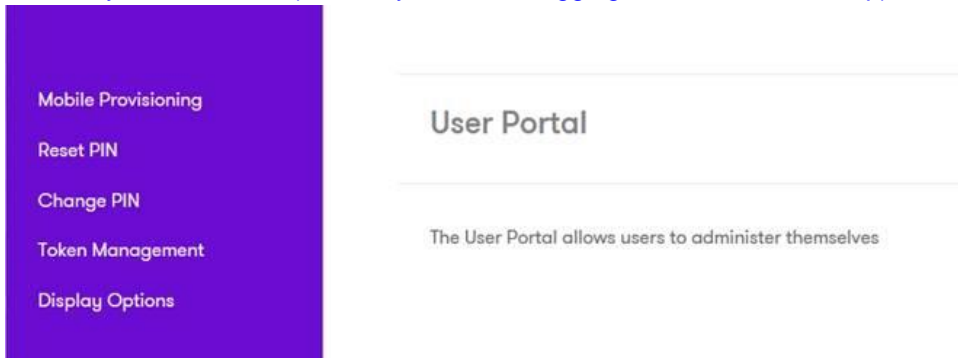


## How to Reset your Kingston Hospital Remote Access Portal "Pinsafe" Code

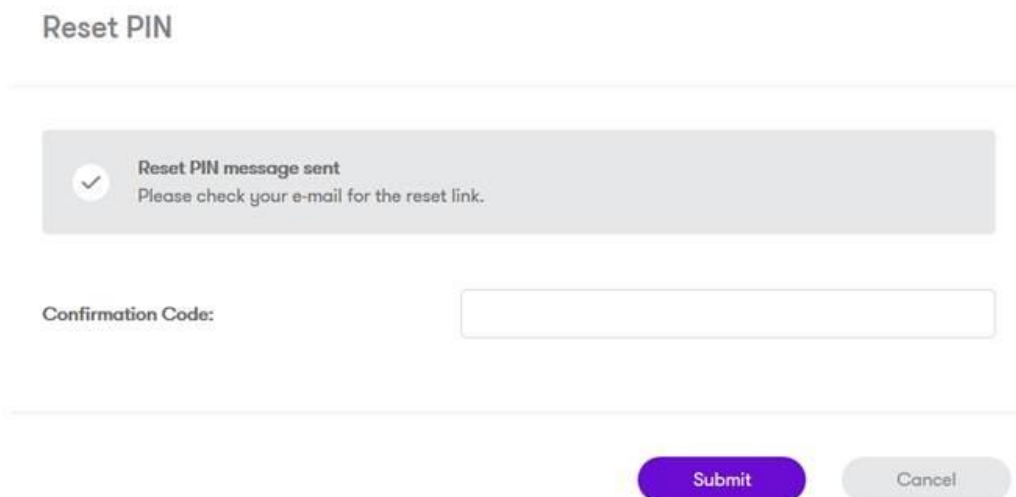
1. Click on the following link: <https://swivel.khportal.net:8443/userportal>



2. Enter your username (the one you use for logging onto a KHFT desktop)



3. Click Reset PIN 4. Click Yes



5. The above screen will be displayed. Check your NHSmail for an email titled Sentry Account Reset Code.

6. Copy the code and paste it into the Confirmation Code box, then click Submit



(e.g.)

## Reset PIN



**New details sent**

Please check your e-mail.

7. Check your email for your new PIN code

**8. You can now use this PIN to log into remote access.**

9. If you wish to change your code, go back to the user portal and click Change PIN



Please change your PIN by extracting OTCs from the following Turing image:



Current OTC:

New OTC:

10. In the top box, work out what your one time code (OTC) is, using your assigned PIN.

11. In the bottom box, work out what numbers you would get with your new PIN

i.e. if your current PIN is 1234, the top box in the example would be 6501; if you wanted to change to 7890, the transposed number would be 9347, which you would put in the bottom box and click submit.

12. Please don't use overly simple numbers such as the ones in the example. You will also not be able to use concurrent numbering in your code e.g. 3412. We can all help keep information safe by using complex passwords and PINs.

**Click on the following link to access the Kingston Hospital Remote Access Portal:**

<https://portal.khportal.net/pinsafe>