

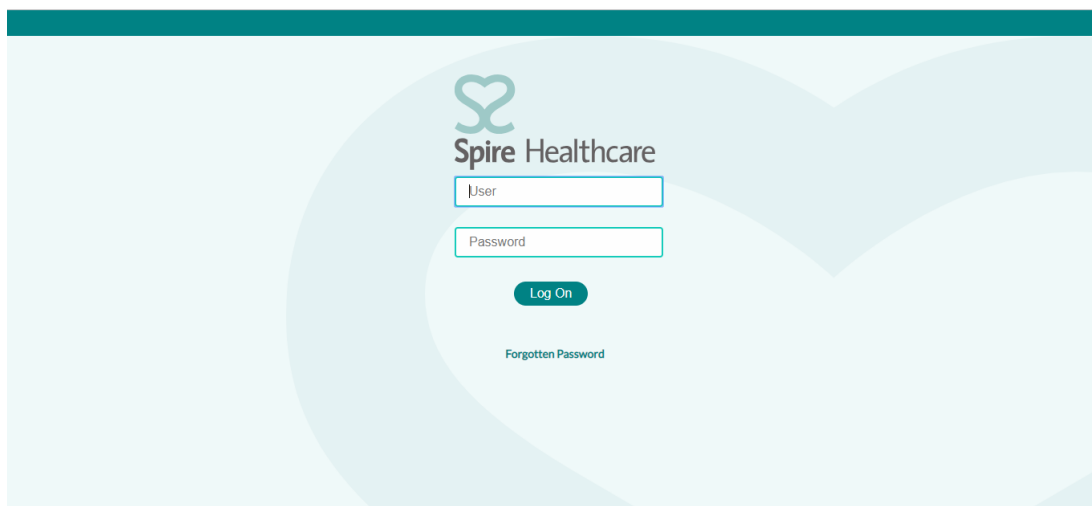
Spire GP Interface (SGPi) – User Guides

Logging in

Following successful completion of your account set up you will receive a user name and pre-set password.

If you are a Spire employee (internal medical secretary) you will login to the app using your SAP user name and password.

Access SGPi from your chosen device/PC:



Enter your user name:

Enter your pre-set password:

Click – Log on:

You will be prompted to change the pre-set password to one of your own choosing:



Change Password

Current password

New password

Repeat new password

Change Password

This is an initial password that must be changed

Enter:

- Current password – pre-set password Welcome1.
- New password
- Repeat new password.
- Click “Change”

Please note that the required password format is:

- Your password must be a minimum of eight characters
- Your password must contain at least one number 0-9 OR
- Your password must contain at least one symbol !”£\$%^&*()_+{}[];’:@<>
- The Space character is not considered a letter, number or a symbol, but helps improve password length

How to create a strong, memorable password in 3 steps

1. Think of a sentence that you can remember. This will be the basis of your strong password or pass phrase. Use a memorable sentence, such as "mark lives in London."
2. Add Complexity by mixing upper and lower cases and numbers “M4rk l1v3s 1n L0nd0n”
Tip – Using names helps remember to use upper and lower case
3. Substitute some special characters “M@rk l1v3\$!n L()nd0n”

Tip – for added security, don’t just replace with obvious characters “@” for “a”: try less obvious characters like “()” for “0”.

Tip – you don’t have to substitute all the characters, just one will increase complexity significantly