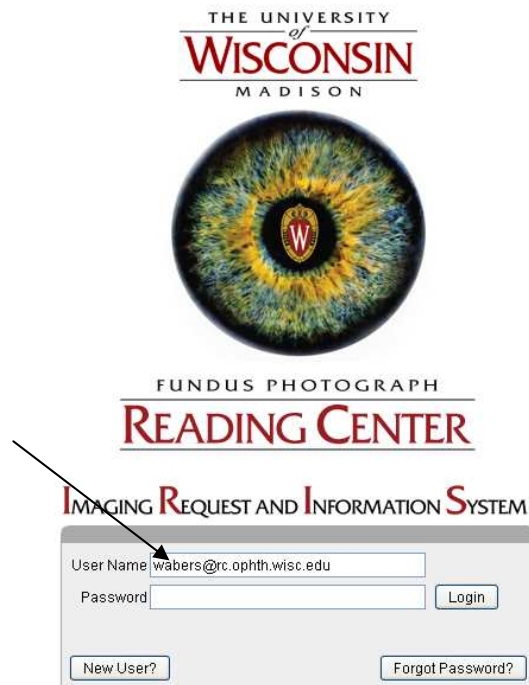



## Resetting your Password

These instructions are for users who forgot their password or wish to change their password. This can be done by going to the URL <https://iris.ophth.wisc.edu>. Once the password has been changed you must go to the URL for “FPRC Portal” <https://fprcportal.ophth.wisc.edu/>, enter the username and password, then you can proceed to upload files.

1. Enter the User Name provided by the FPRC. The User Name is an email address that is unique and one that only the user should have access to.



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**READING CENTER**  
IMAGING REQUEST AND INFORMATION SYSTEM

User Name

Password

2. Select the “Forgot Password?” button.

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**READING CENTER**

IMAGING REQUEST AND INFORMATION SYSTEM

User Name

Password

3. Enter your User Name again and select the “Submit” button

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Request Password Reset

Please enter the e-mail address of the account that you would like to have reset

Help from the FPRC can be requested via e-mail at [irishelp@rc.ophth.wisc.edu](mailto:irishelp@rc.ophth.wisc.edu).  
Response to e-mail help requests will be provided during normal business hours, Monday – Friday, 9:00 a.m. – 4:00 p.m. CST.  
Phone calls for support may also be made at 608.410.0619 during the same business hours.

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4. After you click the “Submit” button, a notice will display stating that an email has been sent to the email address (your User Name).



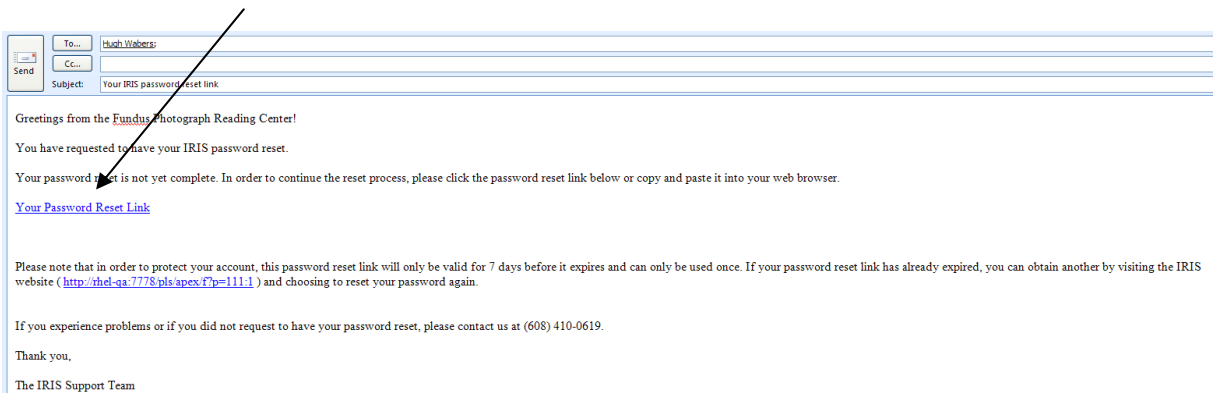
Reset E-mail Sent!

To help protect your account, an email with further instructions has been sent to your email address. Please follow the instructions included in the email to continue the password reset process.

Please allow a minute or two for the email to arrive. Thank you!

Help from the FPRC can be requested via e-mail at [irishelp@rc.opth.wisc.edu](mailto:irishelp@rc.opth.wisc.edu).  
Response to e-mail help requests will be provided during normal business hours, Monday – Friday, 9:00 a.m. – 4:00 p.m. CST.  
Phone calls for support may also be made at [608.410.0619](tel:608.410.0619) during the same business hours.

5. You will need to access the email sent to this email address.
6. From the email you receive from the FPRC, click on the link “Your Password Reset Link”.



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7. This link will take you back to IRIS where you will enter your User Name again and then select the “Submit” button.

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Verify e-mail address

Welcome to IRIS!

You are seeing this page because you either requested to have your password reset, or because you are setting up your password for the first time.  
For security reasons, please enter your e-mail address (your IRIS account name) and click "Submit".

E-mail Address

Help from the FPFC can be requested via e-mail at [irishelp@rc.ophth.wisc.edu](mailto:irishelp@rc.ophth.wisc.edu).  
Response to e-mail help requests will be provided during normal business hours, Monday – Friday, 9:00 a.m. – 4:00 p.m. CST.  
Phone calls for support may also be made at [608.410.0619](tel:608.410.0619) during the same business hours.

8. This will take you to a screen where you can change your password. Enter your password, then re-enter your password. Select the “Submit” button.

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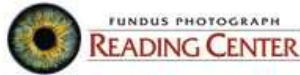
Choose New Password

Please enter your new password

Please re-enter new your password

Help from the FPFC can be requested via e-mail at [irishelp@rc.ophth.wisc.edu](mailto:irishelp@rc.ophth.wisc.edu).  
Response to e-mail help requests will be provided during normal business hours, Monday – Friday, 9:00 a.m. – 4:00 p.m. CST.  
Phone calls for support may also be made at [608.410.0619](tel:608.410.0619) during the same business hours.

9. You will be sent to a screen indicating that you have successfully changed your password. **DO NOT click on the “click here to proceed to the logon page.”**  
**You should go to the URL for the “FPRC Portal”**  
**<https://fprcportal.ophth.wisc.edu/>**



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**Successful**

Congratulations! You have successfully changed your password.

[Click here to proceed to the logon page.](#)

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Help from the FPRC can be requested via e-mail at [Irishelp@rc.ophth.wisc.edu](mailto:Irishelp@rc.ophth.wisc.edu).  
Response to e-mail help requests will be provided during normal business hours, Monday – Friday, 9:00 a.m. – 4:00 p.m. CST.  
Phone calls for support may also be made at [608.410.0619](tel:6084100619) during the same business hours.