

 **HotDoc** | CPD WEBINAR

# PART 2 | Cybersecurity: Password Management in your Practice



HOSTED BY  
**Henry McLaughlin**



**clapm**

Australian Association of  
Practice Management


AAPM Approved  
2022

5 Points

**WED 3 AUG**

**12:30pm AEST**





**In the spirit of reconciliation, HotDoc acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community.**

**We pay our respect to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.**



# Healthcare ICT Specialists



[www.greenumbrella.com.au](http://www.greenumbrella.com.au)



# Improving Technology in General Practice

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2022 Cybersecurity  
Education



# Cyber Security, Password Management 2

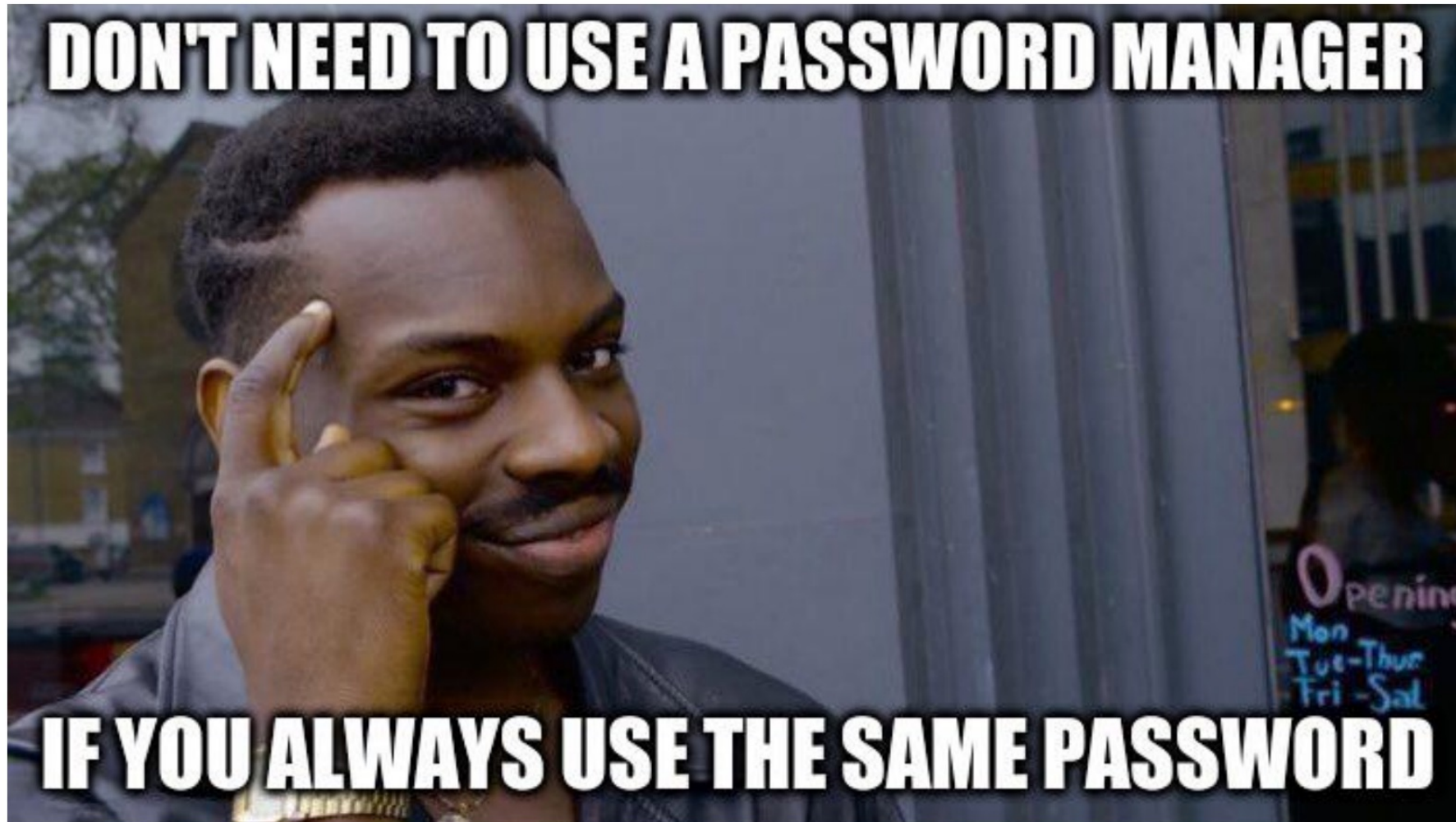


# Part 1 Recap

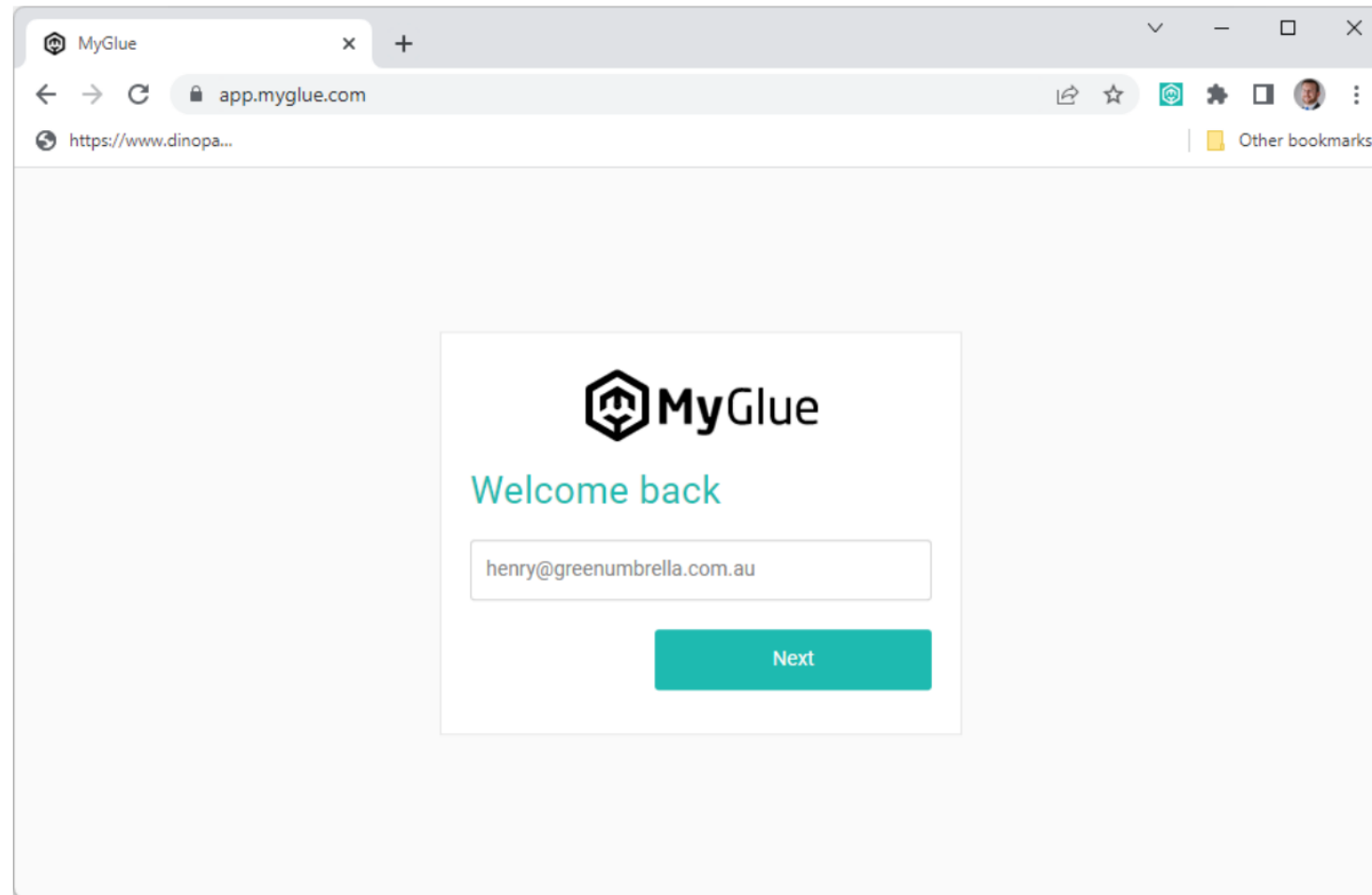
- What is a password?
- Why do I need passwords?
- What makes a good password?
- What makes a bad password?
- Why is password management difficult?



The solution is **simple**

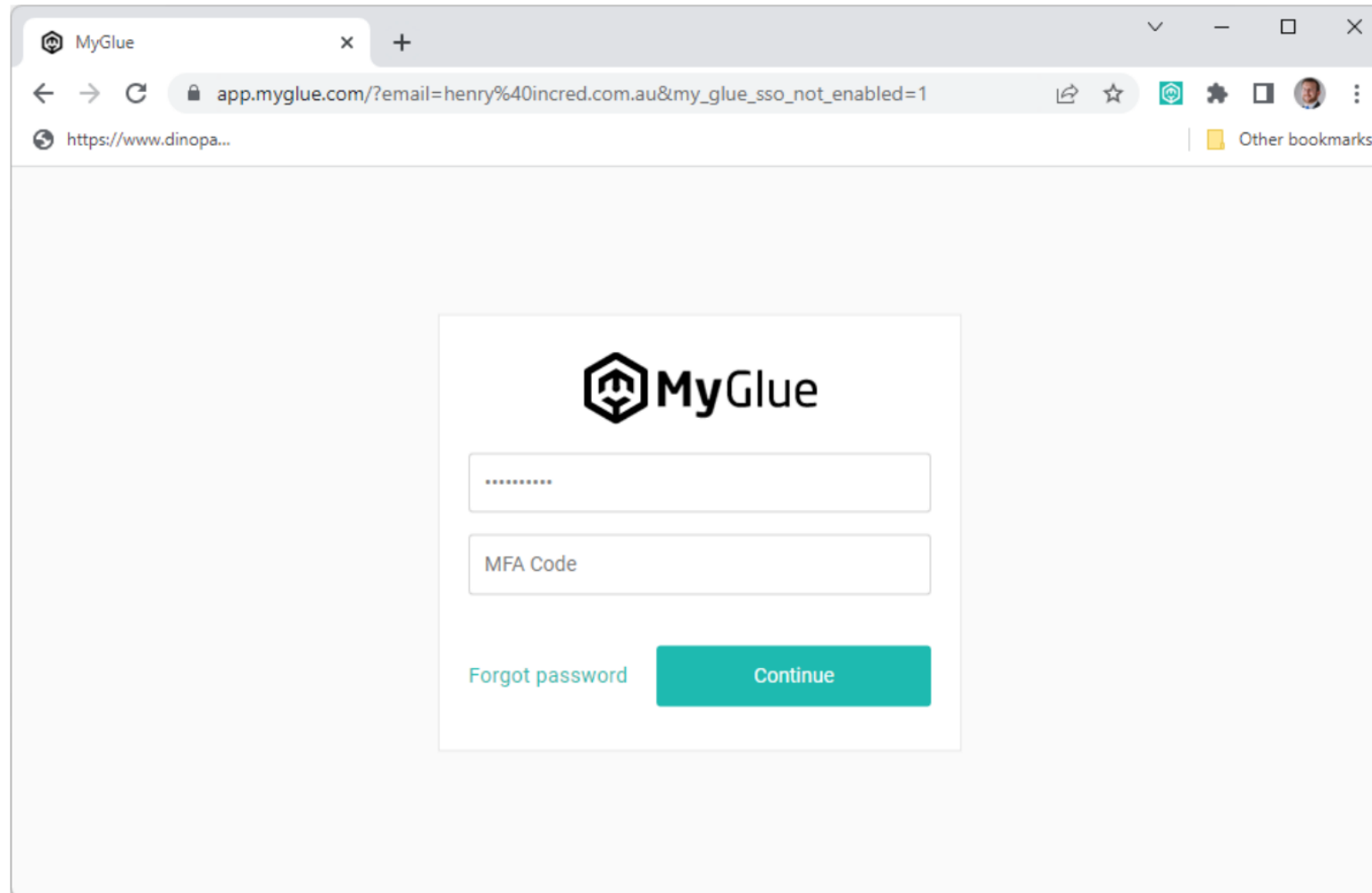


# Login example





# Login example



MyGlue

app.myglue.com/?email=henry%40incred.com.au&my\_glue\_sso\_not\_enabled=1

https://www.dinopa...

MyGlue

.....

MFA Code

Forgot password

Continue

# Usage example



A screenshot of a web browser displaying the MyGlue dashboard. The browser's address bar shows "app.myglue.com". The dashboard header includes the Green Umbrella Technology logo, navigation tabs for "Dashboard", "Organizations", and "Personal", a search bar, and user profile information. The main content area is titled "Dashboard" and features a "Favorites" section with a "GU" icon for "Green Umbrella Technology". A "Popular This Week" widget shows activity for "Green Umbrella Technology": "4 Passwords created" and "3 Passwords updated" in the last 7 days. Below this is a "Recently Viewed By You" section listing "HotDoc" and "NetBank". The footer contains copyright information for ITG Software Inc. and a "Support" button.

# Creating a new Password



The screenshot shows a web browser window with the following elements:

- Browser Tab:** "Create Password — MyGlue"
- Address Bar:** "app.myglue.com/3076880/passwords/new?folderId="
- Page Header:** Includes the Green Umbrella Technology logo, navigation tabs for "Dashboard", "Organizations" (selected), and "Personal", a search bar, and user profile icons.
- Breadcrumbs:** "Green Umbrella Technology / Passwords / Create Password"
- Main Content Area:**
  - Title:** "Create Password"
  - Name \*:** Input field containing "HotDoc".
  - Category:** Input field containing "Cloud".
  - Username:** Input field containing "henry@greenumbrella.com.au".
  - Password \*:** Input field with masked characters and toggle icons for visibility and copy.
- Security Panel:** A sidebar on the right titled "Security" with a shield icon. It contains the text: "Security settings for this asset are automatically determined by the account default security and parent asset security. You can update these settings after saving."
- Footer:** "© 2022 ITG Software Inc. All rights reserved. Privacy Policy Terms of Service" and a "Support" button.



# Usage example

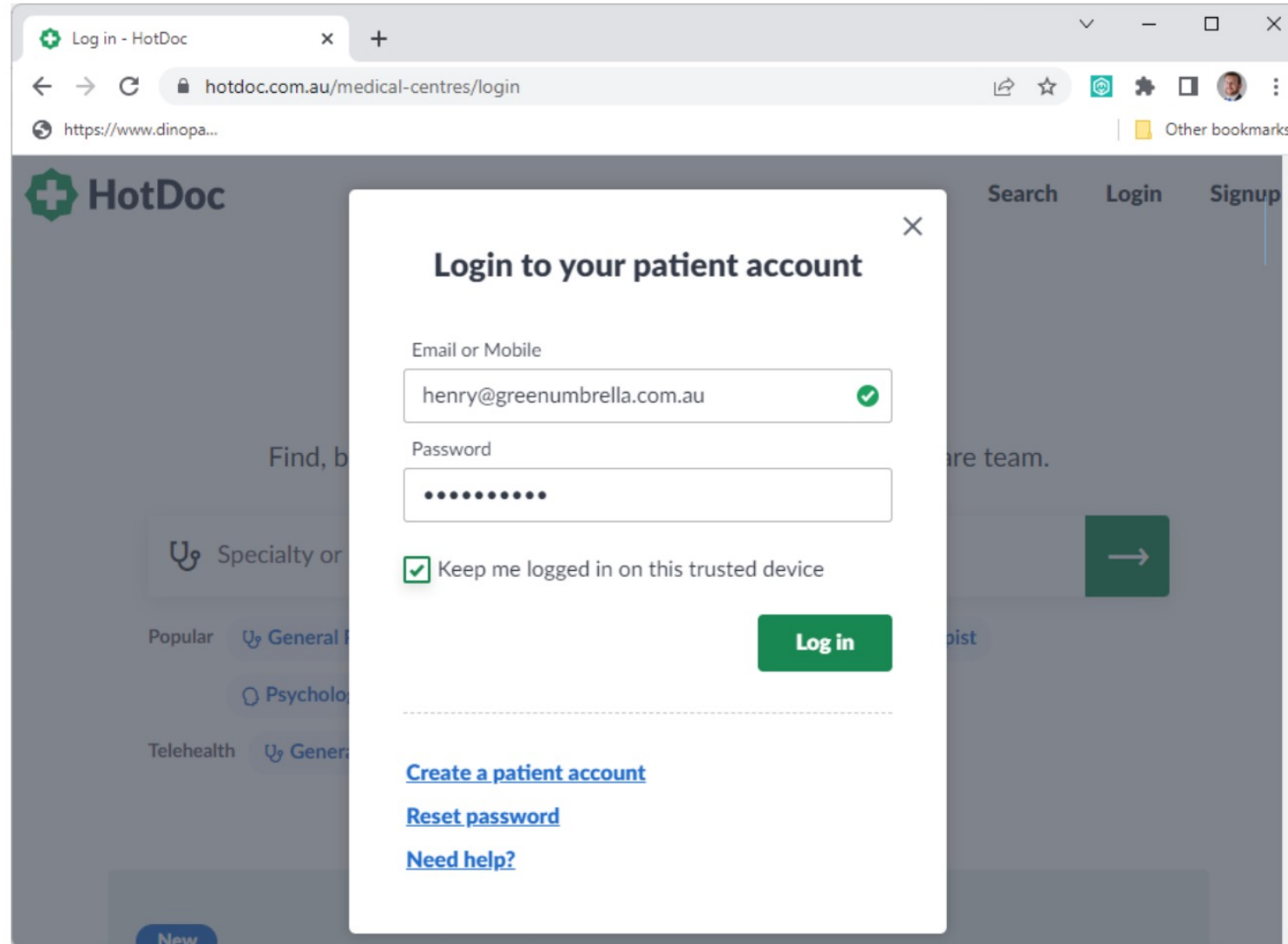


The screenshot shows a web browser window with the URL `app.myglue.com/3076880/passwords/6433448`. The page title is "HotDoc — IT Glue". The browser's address bar shows the URL and navigation icons. The page content includes a navigation menu with "Dashboard", "Organizations", and "Personal" tabs. The "Organizations" tab is active, showing a breadcrumb trail: "Incred Solutions Pty Ltd / Passwords / HotDoc". The main content area displays the "HotDoc" details for a specific password entry. The details include:

- Username:** henry@greenumbrella.com.au
- Password:** [Redacted] with a "Show Password" button
- URL:** hotdoc.com.au
- Password Changed:** 3 years ago

On the right side of the details, there are action buttons: "Edit", "PDF", "Copy", "Delete", "New", and "Archive". Below these is an "Attachments" section with a dashed box indicating a file upload area: "Drop files to attach. Max file size 100MB each". At the bottom of the page, there is a footer with copyright information: "© 2022 ITG Software Inc. All rights reserved. Privacy Policy Terms of Service" and a "Support" button.

# Usage example

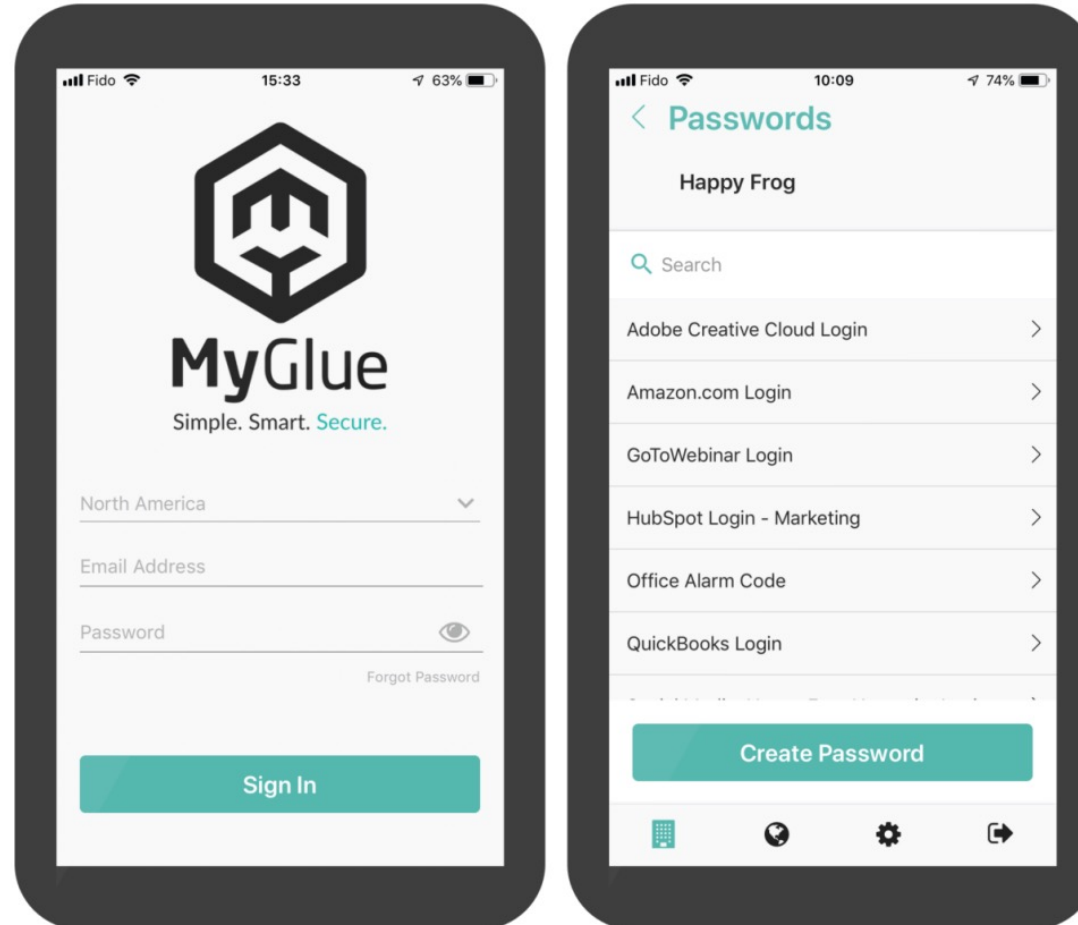


The screenshot shows a web browser window with the URL `hotdoc.com.au/medical-centres/login`. The page title is "Log in - HotDoc". The main content is a modal window titled "Login to your patient account" with a close button (X) in the top right corner. The modal contains the following elements:

- Email or Mobile:** A text input field containing `henry@greenumbrella.com.au` with a green checkmark icon on the right.
- Password:** A password input field with masked characters (dots).
- Keep me logged in on this trusted device:** A checkbox that is checked.
- Log in:** A green button with white text.
- Footer links:** Three blue links: [Create a patient account](#), [Reset password](#), and [Need help?](#)

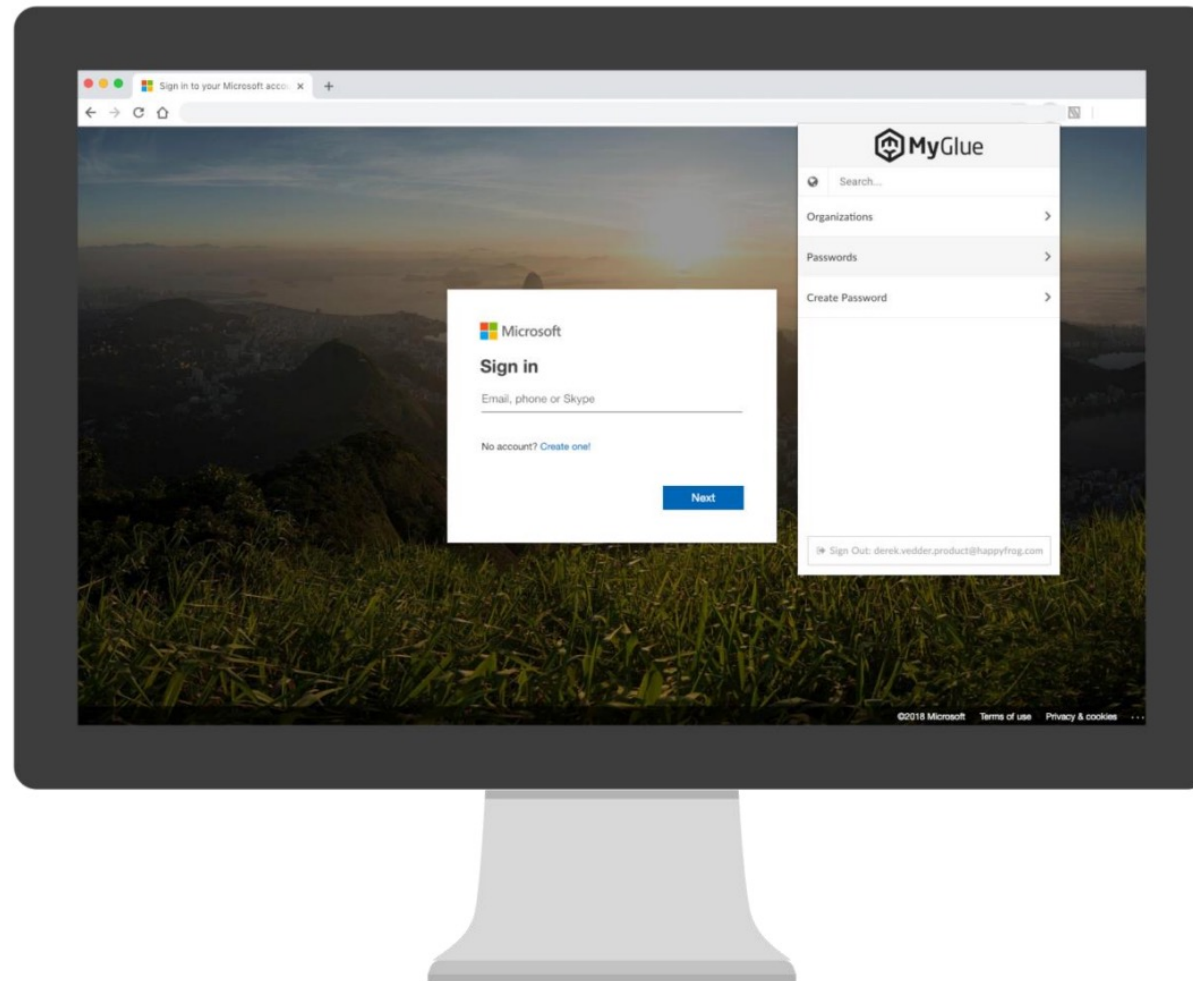
The background of the browser shows the HotDoc website header with the logo, "Search", "Login", and "Signup" links. Below the header, there are search filters for "Specialty or", "Popular", "General", "Psychology", and "Telehealth".

# MyGlue mobile app

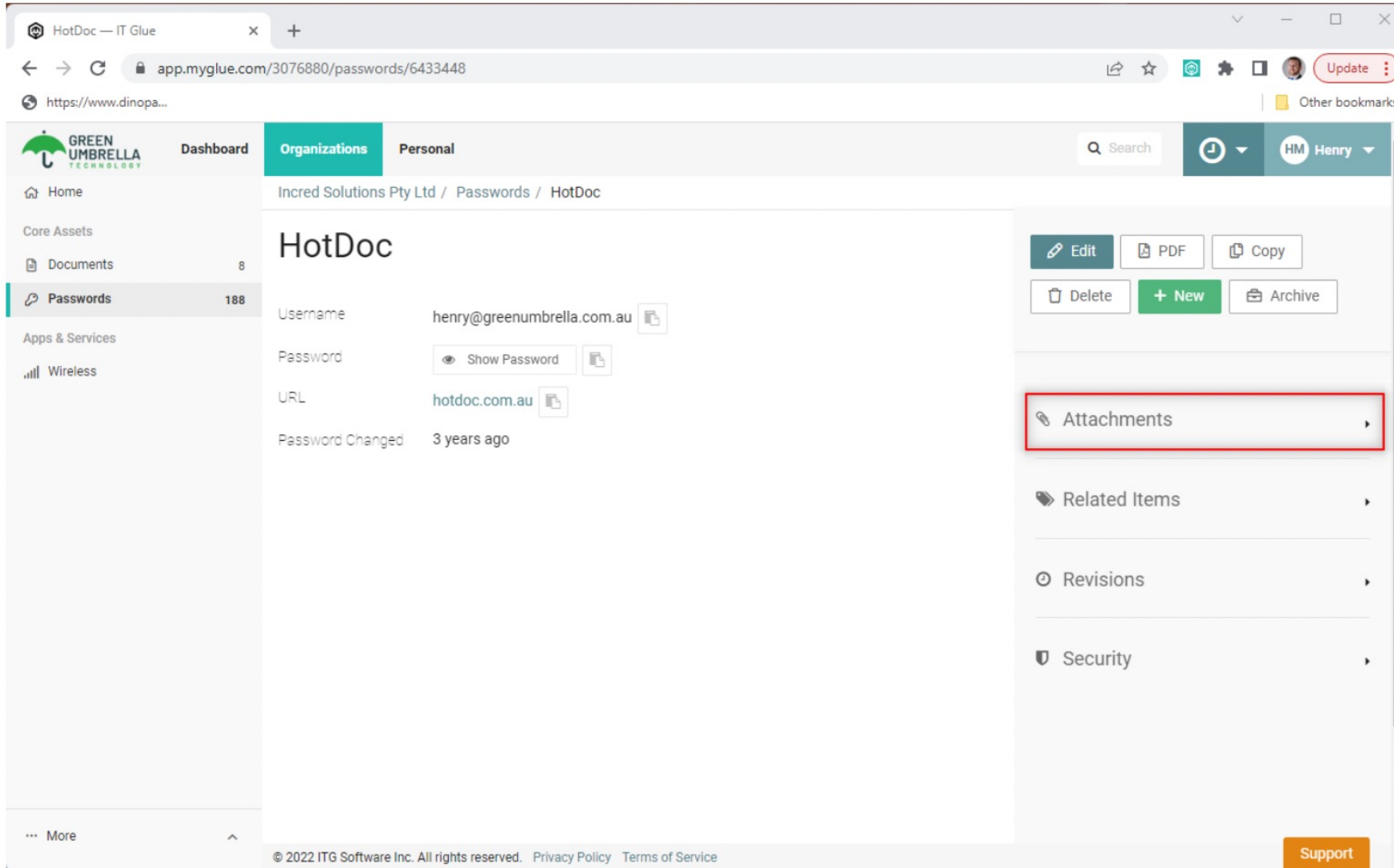




# MyGlue Chrome Extension



# Password attachments



HotDoc — IT Glue

app.myglue.com/3076880/passwords/6433448

GREEN UMBRELLA TECHNOLOGY

Dashboard Organizations Personal

Home

Core Assets

Documents 8

Passwords 188

Apps & Services

Wireless

More

Incred Solutions Pty Ltd / Passwords / HotDoc

## HotDoc

Username: henry@greenumbrella.com.au

Password:  Show Password

URL: hotdoc.com.au

Password Changed: 3 years ago

Edit PDF Copy

Delete + New Archive

Attachments

Related Items

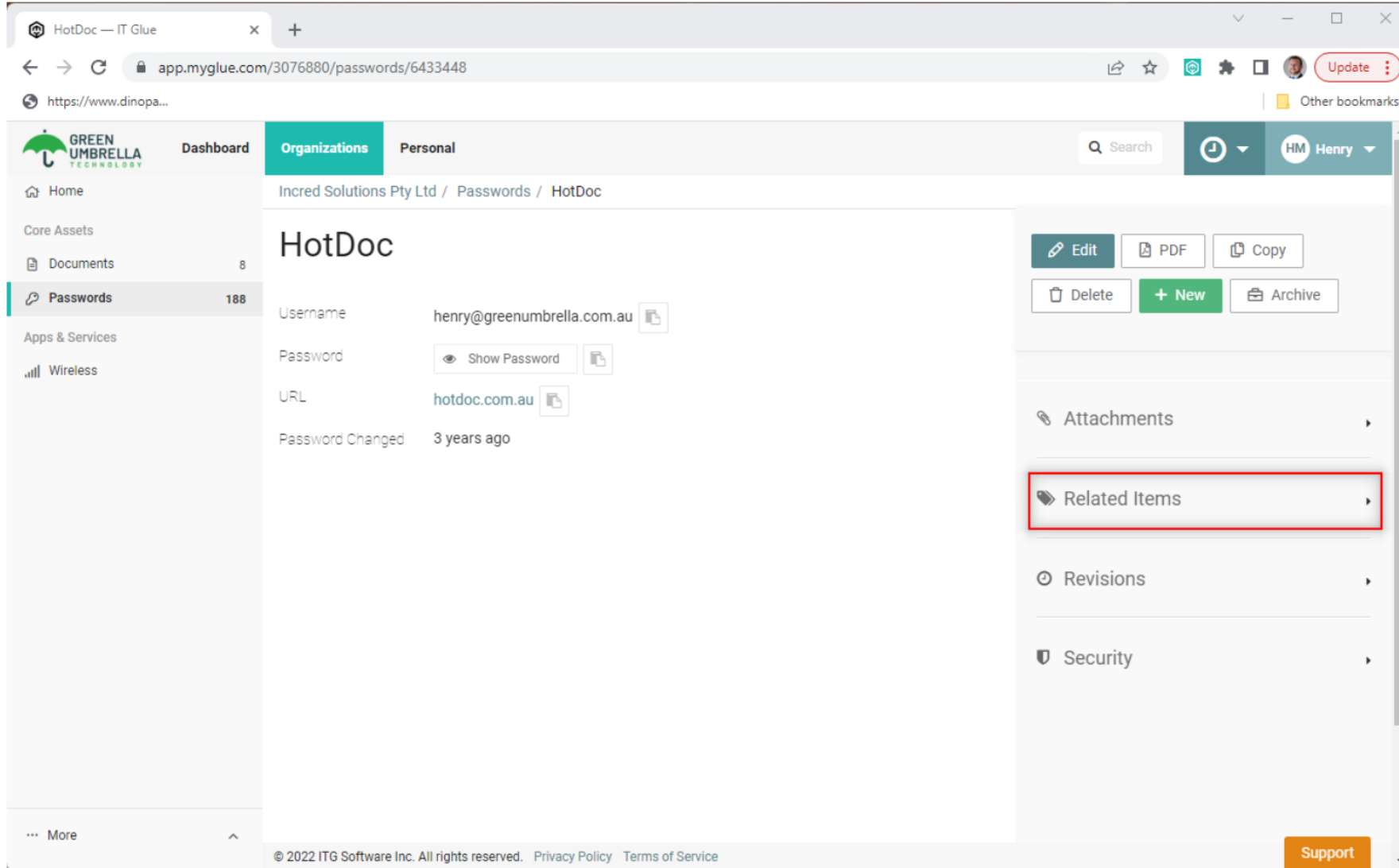
Revisions

Security

Support

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# Password related items



The screenshot displays the HotDoc interface within a web browser. The browser's address bar shows the URL `app.myglue.com/3076880/passwords/6433448`. The interface includes a sidebar with navigation options like 'Home', 'Documents', 'Passwords', and 'Wireless'. The main content area shows the details for a 'HotDoc' entry, including fields for Username, Password, URL, and Password Changed. A right-hand sidebar contains action buttons (Edit, PDF, Copy, Delete, New, Archive) and a list of sections: Attachments, Related Items (highlighted with a red box), Revisions, and Security. The footer contains copyright information and a 'Support' button.

HotDoc — IT Glue

app.myglue.com/3076880/passwords/6433448

GREEN UMBRELLA TECHNOLOGY

Dashboard Organizations Personal

Home Incred Solutions Pty Ltd / Passwords / HotDoc

## HotDoc

Username henry@greenumbrella.com.au

Password

URL hotdoc.com.au

Password Changed 3 years ago

Edit PDF Copy

Delete + New Archive

Attachments

**Related Items**

Revisions

Security

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Support

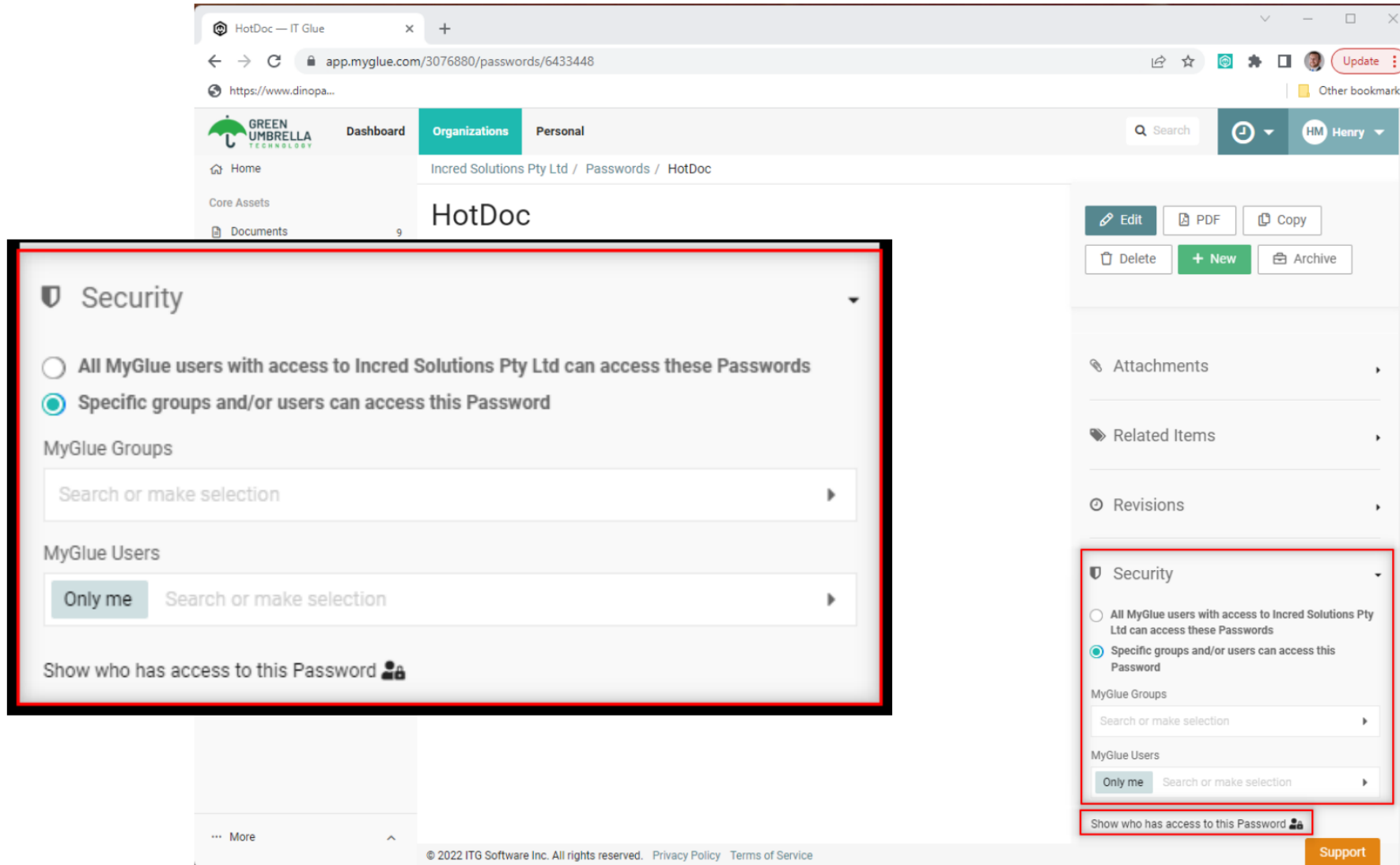


# Password revisions



A screenshot of a web browser displaying the HotDoc interface. The browser address bar shows the URL "app.myglue.com/3076880/passwords/6433448". The interface includes a navigation menu on the left with "Passwords" highlighted (188 items). The main content area shows details for a password: Username "henry@greenumbrella.com.au", Password (masked with "Show Password"), URL "hotdoc.com.au", and "Password Changed 3 years ago". On the right, there are action buttons: Edit, PDF, Copy, Delete, New, and Archive. Below these are sections for Attachments, Related Items, Revisions (highlighted with a red box), and Security. A "Support" button is visible at the bottom right. The footer contains copyright information: "© 2022 ITG Software Inc. All rights reserved. Privacy Policy Terms of Service".

# Password security



The screenshot displays the MyGlue web application interface for managing passwords. The browser address bar shows the URL `app.myglue.com/3076880/passwords/6433448`. The page title is "HotDoc" and the breadcrumb trail is "Incred Solutions Pty Ltd / Passwords / HotDoc".

The "Security" section is highlighted with a red border and contains the following options:

- All MyGlue users with access to Incred Solutions Pty Ltd can access these Passwords
- Specific groups and/or users can access this Password

Below these options are two selection fields:

- MyGlue Groups:** Search or make selection
- MyGlue Users:** Only me Search or make selection

At the bottom of the security section is a button labeled "Show who has access to this Password" with a user icon.

The right-hand sidebar contains a "Security" section, also highlighted with a red border, which mirrors the options and selection fields shown in the main content area. Below this sidebar section is another "Show who has access to this Password" button.

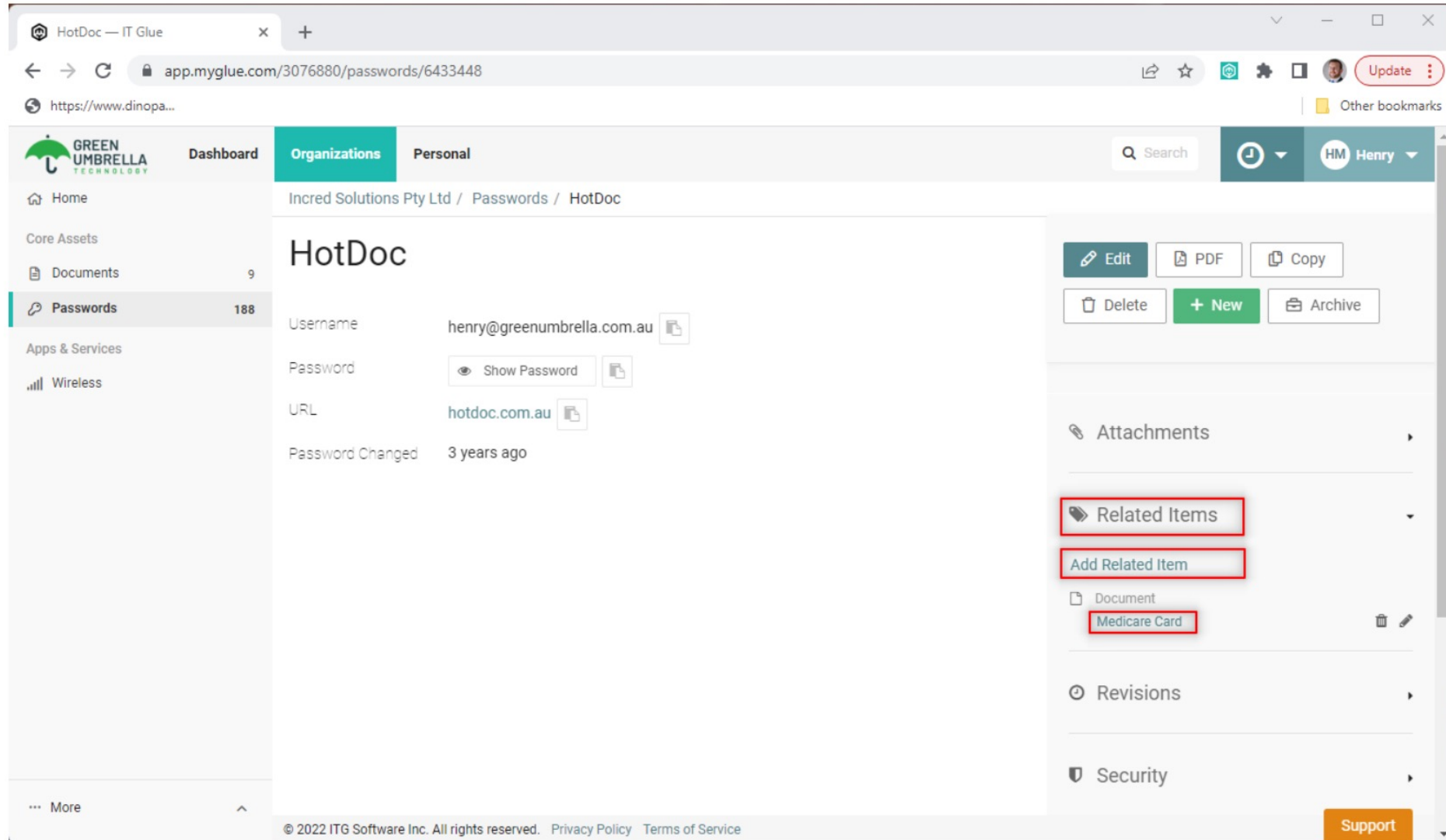
The footer of the page includes the copyright notice: © 2022 ITG Software Inc. All rights reserved. Privacy Policy Terms of Service, and a "Support" button.

# Creating documents



The screenshot shows a web browser window with the URL `app.myglue.com/3076880/docs/10558394#version=draft&documentMode=edit`. The application interface includes a sidebar with navigation options like Home, Core Assets, Documents (9), Passwords (188), and Apps & Services. The main content area is titled "Medicare Card" and features a rich text editor with a toolbar containing options for bold, italic, underline, text color, background color, bulleted list, numbered list, quote, link, and unlink. The document content includes a green "medicare" logo, a sequence of numbers "1234 56789 1", and a list of names: "1 JOHN A CITIZEN", "2 JANE A CITIZEN", "3 JAMES A CITIZEN", and "4 JESSICA A CITIZEN". Below the list, it says "VALID TO: 08/2020". On the right side, there are settings for Expiration Date, Attachments, Read-Only Settings, Embedded Passwords, Related Items, and Sub-Docs. At the bottom, there is a "Support" button and a copyright notice: "© 2022 ITG Software Inc. All rights reserved. Privacy Policy Terms of Service".

# Related documents



HotDoc — IT Glue

app.myglue.com/3076880/passwords/6433448

GREEN UMBRELLA TECHNOLOGY

Dashboard Organizations Personal

Home

Core Assets

Documents 9

Passwords 188

Apps & Services

Wireless

More

Incred Solutions Pty Ltd / Passwords / HotDoc

## HotDoc

Username: henry@greenumbrella.com.au

Password:  Show Password

URL: hotdoc.com.au

Password Changed: 3 years ago

Edit PDF Copy

Delete + New Archive

Attachments

Related Items

Add Related Item

Document

Medicare Card

Revisions

Security

Support

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# Community Wound Issues in General Practice



HOSTED BY  
**Jan Rice**  
Wound Care Consultant



**WED 31 AUG**  
**12:30pm AEST**





# Thank You!

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