

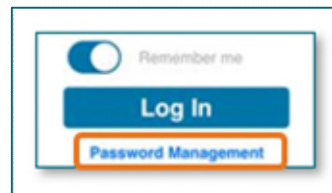
The first time a clinician logs into Netsmart, a password will need to be created.

Netsmart password change

STEP 1: Tap HomeCare Netsmart icon.

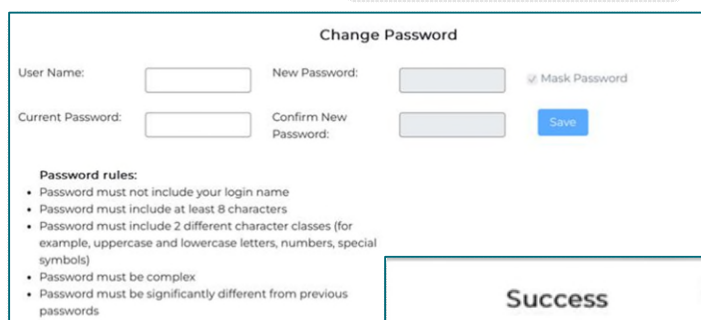
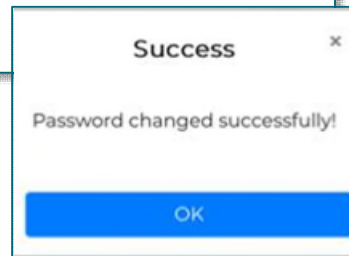


STEP 2: Tap Password Management on login screen.



STEP 3: Enter required information:

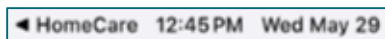
- **User Name** – First initial, last name (with no space, unless provided another).
 - The system will capitalize the letters.
- **Current Password** – Temporary password provided.
- **New Password** – Create a new password based on password rules.
- **Confirm New Password** – Enter new password again.

STEP 4: Tap Save.

- A message will appear stating the password has been changed.
- If an error message appears in red font, enter the information again, fixing the error noted.

STEP 5: To return to the login screen, tap the **arrow**, next to the time and date.



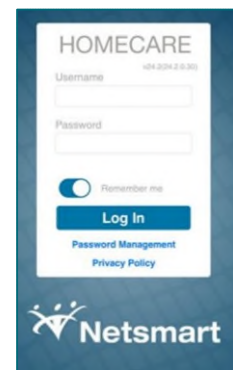
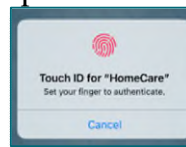
Netsmart login

STEP 1: Enter Username.

STEP 2: Enter Password and tap Remember me so the system auto populates Username.

- Use Touch ID to login using fingerprint if set up to use.

STEP 3: Tap Log In.



NOTE: After logging in the first time, the system allows using fingerprint in place of the password if the iPad is set-up for Touch ID under Settings.