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From the Office of Health Informatics Netsmart Changing Password on Tablet

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HOMECARE

The first time a clinician logs into Netsmart, a password will need to be created. A clinician can also change their password.

Netsmart password change

- **<u>STEP 1</u>**: Tap **HomeCare Netsmart** icon.
- **<u>STEP 2</u>**: Tap **Password Management** on login screen.
- **<u>STEP 3</u>**: 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.
- **<u>STEP 4</u>**: Tap **Enter** on your keyboard.
 - New Password: Create a new password based on password rules.
 - Confirm New Password: Enter new password again.
- STEP 5: 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.
- **<u>STEP 6</u>**: 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.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.

Here	S. Care	Remember me Log In Password Management	
	Change	Password	
User Name:	New Password:	V Mask Password	
Current Password:	Confirm New Password:	Save	
Password rules: Password must not include Password must include a example, uppercase and symbole)	ide your login name at least 8 characters 2 different character classes (for lowercase letters, numbers, special		
 Password must be complex Password must be significantly different from previous passwords 		Success	×
		Password changed successful	lly!
ed on passwo	rd rules.	ок	_