

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

**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.

**STEP 4:** 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.

**STEP 6:** To return to the login screen, tap the **arrow**, next to the time and date.

## Netsmart login

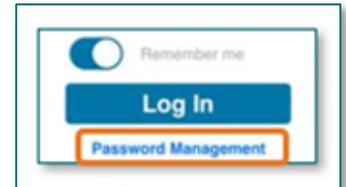
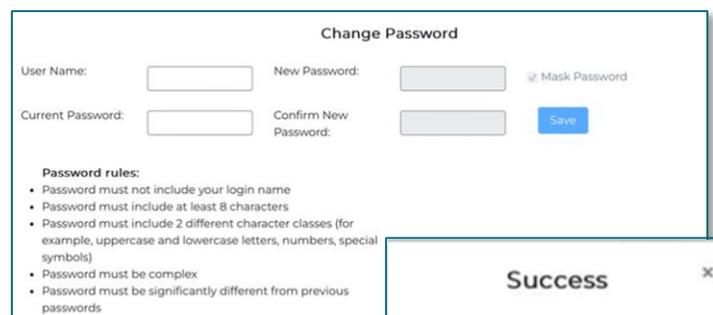
**STEP 1:** Enter Username.

**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.

**Change Password**

User Name:  New Password:   Mask Password

Current Password:  Confirm New Password:

**Password rules:**

- Password must not include your login name
- Password must include at least 8 characters
- Password must include 2 different character classes (for example, uppercase and lowercase letters, numbers, special symbols)
- Password must be complex
- Password must be significantly different from previous passwords

