Netsmart Self-Service is a tool that allows for management of accounts that are required for an employee to access Netsmart. This account is also used to access Netsmart for a Host user.

➢ **Logging in to Netsmart Self-Service must be completed in order to log in to Netsmart host version.**

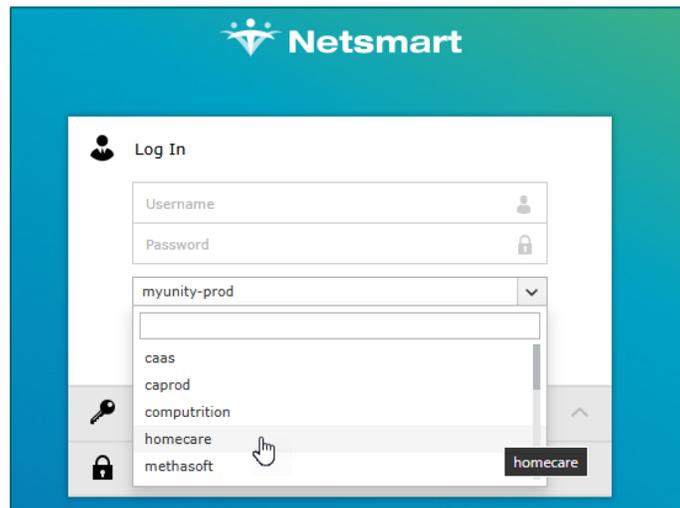## Creating a Netsmart Self-Service Account

STEP 1: From the **HC&H intranet** page, locate and select **Netsmart Self-Service**.

- Use quick links or Clinical Systems to locate **Netsmart Self-Service**.

STEP 2: Enter your system username and the **provided password** in the **Password** field.

STEP 3: Select the **drop down** and choose **Homecare.** Click **Login.**

STEP 5: When prompted, **create a new password** and select **Change Passwrod**.

STEP 6: When prompted, complete the steps to **enroll in Self-Service Plus**.

- Entering security questions the ability to reset a password for Netsmart Self-Service independently, after verifying their identity.

STEP 7: Your Netsmart Self-Service account has been created, close the browser.