

Accessing I-SMART

This training document focuses on the elements required to access I-SMART.

Total Pages: 5

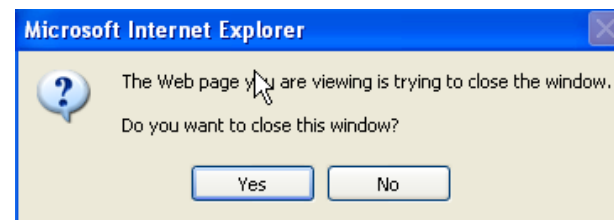
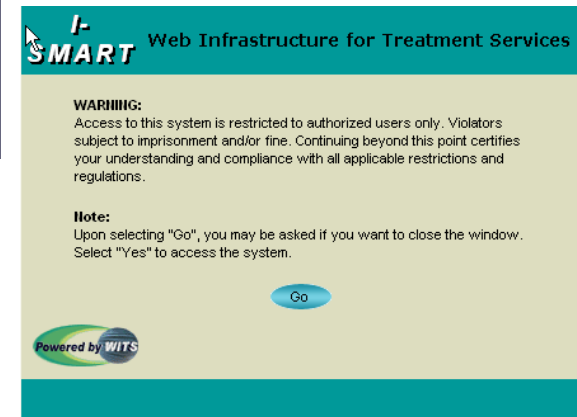
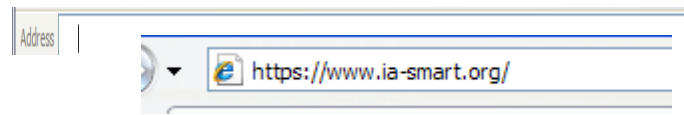
Using Your Browser to Access I-SMART
Identity Management
Context
Changing Password and PIN

October 2007

Accessing I-SMART

Using Your Browser to Access I-SMART

- 1. Browser:** I-SMART requires a Microsoft Internet Explorer. To access I-SMART, backspace over the address in the address line, and type the following URL in the Address Line of your browser, and hit the enter key.
Training site: <https://train.ia-smart.org>
Production site: <https://www.ia-smart.org>
- 2. Security Alert:** To protect your data, I-SMART is located on a secure site. To access the secure site, click **Yes**. You may or may not get this security notice. It may not appear every time you log in.
- 3. Warning Message Box:** After clicking **Yes** in the Security Alert Box, you will be warned that you must be authorized to use the site. Click **Go** if you are authorized. If you have a **User ID** and a **Password** you are authorized to enter.
- 4. Browser Window Message:** When you enter I-SMART, it opens a new browser window. Some browsers have a built in rule to ask if you would like to close the current browser window. If you get this window, Click **Yes**. If you click **No**, your current browser window will remain open, and you will not be able to access I-SMART.



Accessing I-SMART

Identity Management

5. You will receive a system generated email with the following information: Log in name (User ID), initial password and initial pin.
6. **User ID:** I-SMART requires each user to enter their ID. The user ID may follow a convention such as the first letter of the first name, and the last name, or it may be random. If you have not received your **User ID**, contact your I-SMART Administrator. After entering your User ID, hit tab to enter your password or mouse click inside the **Password** box.

Note: Your **User ID** will never change.
7. **Password:** To manage your identity, a password has been assigned to you. As you type it in, you will see small circles for each character to maintain the security. After entering your password, click **Go**.

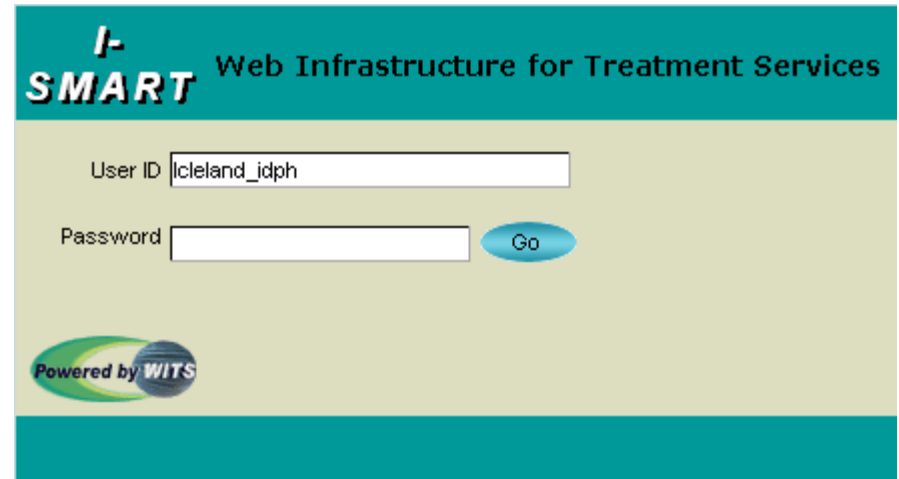
Note: When you log in for the first time and periodically thereafter you will be prompted to change your password. Change it to something you will remember and that someone else could not easily guess.

From: administrator@feinfo.com
To: Daksha Arora
Cc:
Subject: Account Created

Daksha Arora ,

A new Web Infrastructure for Treatment Services account has been set up for you on IA-WITS.
Your login name is darora.
Your initial password is pR5naDkYH.
Your initial pin number is 765735754.

When you log into the system, you will be asked to change your password and pin.



I-SMART Web Infrastructure for Treatment Services

User ID

Password

Powered by WITS



I-SMART Web Infrastructure for Treatment Services

User ID

Password

Powered by WITS

Accessing I-SMART

Identity Management

- PIN:** After clicking on **Go** next to the password, you will be asked for your Personal Identification Number (**PIN**). The PIN will be lengthy and will not appear to follow any convention. This is to prohibit someone from being able to guess your PIN, and access the system pretending to be you. After entering your PIN, click **Go**.

Note: When you log in for the first time you will be prompted to change your pin. Change it to something you will remember and that someone else could not easily guess.

I-SMART Web Infrastructure for Treatment Services

User ID Iceland_idph

Password [masked] Go

PIN [masked] Go

Powered by WITS

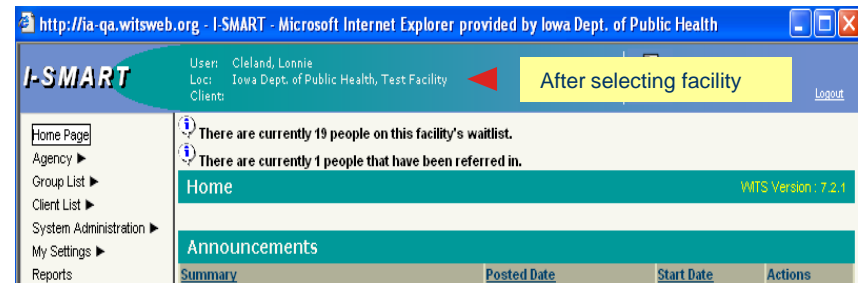
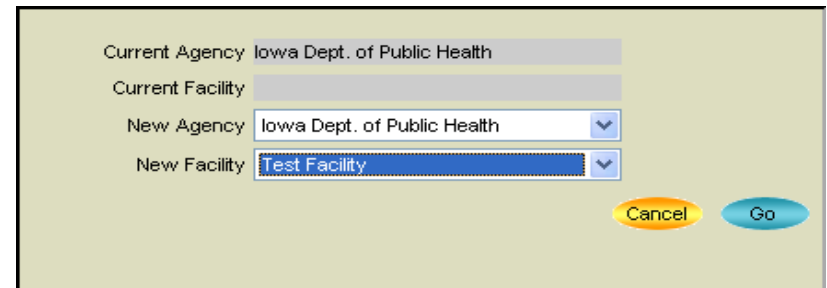
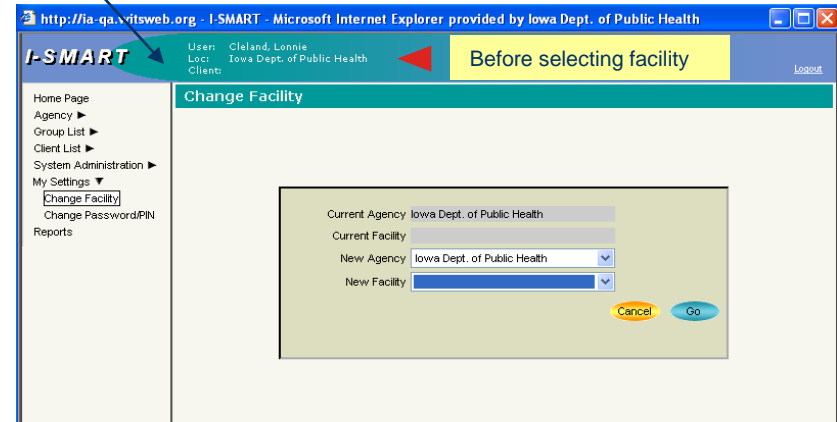
Accessing I-SMART

Change Facility

9. You will notice some important changes when you access the **Change Facility** screen. Your browser toolbar has been modified to eliminate the forward and back buttons. This is done to protect the integrity of the data entered. See the Basic Elements section of this manual for more information on navigation.
10. Facility: **I-SMART** requires each user to have a Facility for their session. Most users will be associated with one **Agency**, but may be associated with many **Facilities**.
11. The facility you select defines the boundaries within which you can work within this session. All the facilities under your agency are listed in the New Facility list and you are asked to pick one for this specific session. Everything you do (with the exception of client search) with a client record would be within the limits of this facility that you select. Only the facilities that you are authorized to access will show up in this list.

Note: If you have access to one facility only then this screen may not appear. In that case you will go immediately to the **Home Page**.

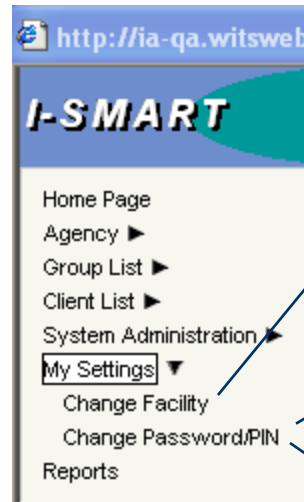
12. Change Facility: In the **Change Facility** screen. **Current Agency** and **New Agency** will be grayed out. This means they are *read-only*. Use the drop-down box next to **New Facility** to select the **Facility** for the session. Click **Go**. You will enter the **I-SMART Home** screen.
Note: You may use **Cancel** and go to the menu on the left. However, you will not be able to access any client records until you have picked a facility.



Accessing I-SMART

Changing Password, and PIN

13. Go to **My Settings**. You will see menu options that will allow you to make changes to your **Password, PIN, and Facility**.



A screenshot of the 'Change Facility' form. It displays 'Current Agency' as 'Iowa Dept. of Public Health' and 'Current Facility' as 'Test Facility'. Below these are two dropdown menus for 'New Agency' (set to 'Iowa Dept. of Public Health') and 'New Facility' (set to 'Test Facility'). The form includes 'Cancel' and 'Go' buttons.

A screenshot of the 'Change Password/PIN' form, specifically the password section. It contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. The form includes 'Cancel' and 'Save' buttons.

A screenshot of the 'Change Password/PIN' form, specifically the PIN section. It contains three input fields: 'Current PIN', 'New PIN', and 'Confirm New PIN'. The form includes 'Cancel' and 'Save' buttons.