Before you begin, please verify the following:

- You are a Central Patient Attachment Registry (CPAR) Authorized Approver for a community site and have been authorized to access Alberta Health Services (AHS) Identity & Access Management (IAM).

- You have an RSA SecurID token (hard or soft) to access Alberta Netcare Portal (ANP) or have received and activated a new token. If you do not have a token, please contact the eHealth Services Provider Support team at **1-855-643-8649**.

- You have your AHS Network username as provided in an AHS IAM automated Welcome e-mail. Note: AHS Network username may also be referred to as AHS IAM username.

Refer to login procedure 1, 2, <u>OR</u> 3.

1 **I currently have a username and password to access AHS IAM or CPAR.**

- The same username and password are used to access AHS IAM and CPAR.

- If you currently access either AHS IAM (e.g., for managing ANP accounts) or CPAR as a panel administrator, you can log into AHS IAM using the same credentials.

- Enter the **AHS IAM** URL in your browser's address bar: **iam.ahs.ca**

You are logging into the Alberta Health Services computer network. Access is restricted to authorized users only. Unauthorized use of this network may result in criminal or civil prosecution. Do not attempt to login if you are not an authorized user. The use of this network is monitored.

Authorized Users Only

User name:
Passcode (see Note):
Logon

- The AHS remote access login page will

appear. Enter your user name and passcode.

- The AHS IAM login page displays. Enter your AHS IAM **username** and **password**.

- The homepage for AHS IAM displays confirming that you have successfully logged in.

2 **I currently do not have access to AHS IAM or CPAR.**

- Your username will be provided in an automated Welcome e-mail from the AHS IAM application.

- Once you have your username, request a temporary password by contacting the AHS IT Service Desk at **1-877-311-4300** (24/7), choose option 4, then option 1.

- Request an "AHS Network/IAM Password Reset."

- Enter the AHS IAM URL in your browser's address bar: **iam.ahs.ca**

- The AHS remote access login page will appear. Enter your username and

passcode.

- The AHS IAM Login page will appear. Enter your AHS IAM username and temporary password.

- The AHS IAM password reset page will appear.

- In the "**Current Password**" field, enter your temporary password.

- Select a new password and enter it twice in the fields "**New Password**" and "**Confirm New Password**." Ensure it meets password requirements. You can use the same password as for ANP.

NOTE	AHS IAM and CPAR passwords are identical, but your ANP password is different. Password synchronization does not occur automatically after a reset. To synchronize your passwords, contact the Provincial Service Desk at **1-877-931-1638**, 24/7.

- Click the green "**Change Password**" button.

NOTE	If you are using Internet Explorer 11 you may encounter the error "Missing anonymous username." Click "Log Out" in the top-right corner of the page.

- Log into AHS IAM with your **username** and **new password**.

- To complete your AHS IAM account setup, you will be prompted to enter a **secret word** and responses to a minimum of five security questions that will be used to verify your identity. Click "**Save**."

- The AHS IAM homepage will display, confirming that you have successfully logged in for the first time.
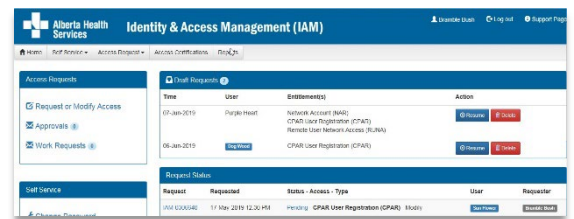
3 **I am an AHS employee with an AHS Network account username and password.**

- If you are an AHS employee working in the community, your AHS Network account credentials can be used to access AHS IAM and CPAR. You must be authorized as a CPAR Authorized Approver to access AHS IAM.

- Log into AHS IAM with your AHS Network username and password as detailed in procedure 1.