

BIG eReferral IDEAS

How to set a preference for Alberta Netcare inactivity timeout

Alberta Netcare has an automatic session timeout after a certain period of inactivity. You can set your preferences to accommodate how long you choose to be inactive before the Alberta Network Portal signs you out.

1. Sign into Alberta Netcare. On the *Clinical Portal Menu* (i.e., the menu bar on the left-hand side of your screen), select **My Details**.
2. Beside *Inactivity Timeout*, choose an option. The maximum timeout is currently two (2) hours.
3. Confirm your selection by clicking **Update Preferences**.

The screenshot displays the Alberta Netcare user interface. On the left, a navigation menu is visible with 'My Details' selected. The main content area shows the user's profile for 'training20'. The 'Inactivity Timeout' dropdown menu is open, showing options: 2 minutes, 3 minutes, 4 minutes, 5 minutes, 10 minutes, 15 minutes (highlighted), 20 minutes, 30 minutes, 45 minutes, 1 hour, 2 hours, and After maximum time allowed. The 'Update Preferences' button is highlighted. Three numbered callouts (1, 2, 3) indicate the steps: 1. Clicking 'My Details' in the left menu, 2. Selecting a timeout option from the dropdown, and 3. Clicking 'Update Preferences'.