

This document provides instructions for how to log into CPAR with your username found in the Welcome email sent to the Panel Administrator.

Important Information:

- **Alberta Netcare Portal (ANP) users:** CPAR uses AHS Identity and Access Management (IAM) to authenticate access. So while your CPAR username may be the same as the one you use to access ANP, the passwords are independent of each other. The password you select for CPAR can be the same or different from your ANP password.
- **CPAR Access Administrators (AAs):** This role by default does **not** have access to the CPAR application. For a CPAR AA to gain access to CPAR, they must first complete a CPAR Panel Administrator URF form.

Step 1: Confirm or configure Remote Access (token):

A Remote Secure Access (RSA) SecurID token (hard or soft) is required to access CPAR. If you have not yet received your new token, you will need to wait until it arrives before proceeding.

- If you currently have a RSA SecurID token to access ANP you will use the same token to log into CPAR. **Proceed to Step 2.**
- If you have received a new token, complete activation instructions as received with the token prior to attempting to log into CPAR.
- For RSA SecurID token inquiries or assistance or if your token has not been received within one week please contact the **AHS Remote Access team at: 1-844-542-7876.**

Step 2: Obtain a temporary password

- If you already log into AHS IAM to complete tasks such as provisioning ANP or CPAR Panel Admin access, and know your password, **proceed to Step 4.**
- If this is your first time accessing AHS IAM, or you have forgotten your AHS IAM password you must call the **Provincial Service Desk**, and follow these steps:
 - 1-877-931-1638
 - Select Option 2 (Other)
 - Request an **“AHS IAM User ID temporary password”**.

NOTE: The Service Desk may also refer to it as your **“AHS Network ID”**. If needed, you can further explain you will use this ID to access CPAR.

- **Proceed to Step 3.**

Step 3: Log in to AHS IAM to reset your temporary password.

- Access AHS IAM to reset your temporary password and select a new one. Type the following web address (url) into your computer’s internet browser:

<https://iam.albertahealthservices.ca/user>

- On the first page enter your RSA SecurID username and token passcode.



- On the next page enter your **username** and the **temporary password received in Step 2.**

- You will be prompted to create a new password according to the password rules listed on the page.
- Next you will be prompted to enter a secret word and respond to 5 challenge questions.
- **Wait for at least 30 minutes** for the new password to synchronize with the CPAR system.
- **Proceed to Step 4.**

Step 4: Log into CPAR

- Log into CPAR by typing in <https://cpar.alberta.ca> into your computer's internet browser.
- When prompted on the next screen, enter your username, and the password that you just reset in AHS IAM.

- When prompted, enter the token passcode from RSA device or app.

- After successful log in, save the CPAR link <https://cpar.alberta.ca> to your internet browser **Bookmarks / Favorites**.

Support Information

- The CPAR user should as best practice always log out of the CPAR application when their work is complete (or they leave their workstation unattended) and close the browser.
- To learn more about CPAR, please refer to the documentation found on the Alberta Netcare Learning Centre <https://www.albertanetcare.ca/learningcentre/CI-I-CPAR.htm>
- **For password or login assistance**, please contact the **Provincial Service Desk at: 1-877-931-1638**.
- If you have questions or require further assistance please contact your local CPAR Access Administrator or the Alberta Health eHealth Netcare Support Services team at: (Toll-Free Phone) 1-855-643-8649 or (email) ehealthsupport@cgi.com.