

This quick reference provides instructions on logging into the Central Patient Attachment Registry (CPAR) for the first time with the username provided in the Welcome email sent to the Panel Administrator.

### Important Information

- **Alberta Netcare Portal (ANP) users:** CPAR uses Alberta Health Services (AHS) Identity & Access Management (IAM) to authenticate access. Therefore, while your CPAR username may be the same as the one you use to access ANP, the passwords are independent. The password you select for CPAR can be the same or different from your ANP password.
- **CPAR Authorized Approvers:** This role by default does not have access to the CPAR application. For a CPAR Authorized Approver to gain access to CPAR, they must first complete a CPAR Panel Administrator User Registration (URF) form.

### Step 1: Confirm or Configure Remote Access (Token)

An 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 an RSA SecurID token to access ANP, use the same token to log into CPAR. **Proceed to Step 2.**
- If you have received a new token, complete the activation instructions you received with the token before proceeding.
- If you have not received your token within one week, or for all other token inquiries contact RSA Remote Token Support 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 you know your password, **proceed to Step 4.**
- If this is your first-time accessing AHS IAM, or you have forgotten your AHS IAM password, contact the AHS IT Service Desk to request a temporary password: **1-877-311-4300 (24/7)**, choose option 4, then option 1.

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

- **Proceed to Step 3.**

### Step 3: Log into AHS IAM to reset your temporary password

- Access AHS IAM to reset your temporary password and select a new one. Go to <https://iam.ahs.ca/>
- 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.**

## Login

Please log into the AHS IAM system using your AHS network User ID / AHS IAM Username and Password.

Username

Password

[Log in](#)

- 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 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 copying <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.



Sign in with your AHS account

Username

Password

[Sign in](#)

[Update / Change your password](#)

[Forgot your password?](#)

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



For security reasons, we require additional information to verify your account (nancyakitt@healthy.bewell.ca)

Enter your RSA SecurID passcode.

[Submit](#)

Secured by **RSA**

- 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](#).
- For **password assistance**, please contact the AHS IT Service Desk at **1-877-311-4300, 24/7**.
- If you have questions or require further login assistance, please contact your local CPAR Authorized Approver or eHealth Services Provider Support at **1-855-643-8649** or [eHealthProviderSupport@gov.ab.ca](mailto:eHealthProviderSupport@gov.ab.ca), 8:15a.m. – 4:30p.m. Monday – Friday.