

Quick Guide to Logging-in and Managing Your Credentials

Conversion to Username and Password terminology

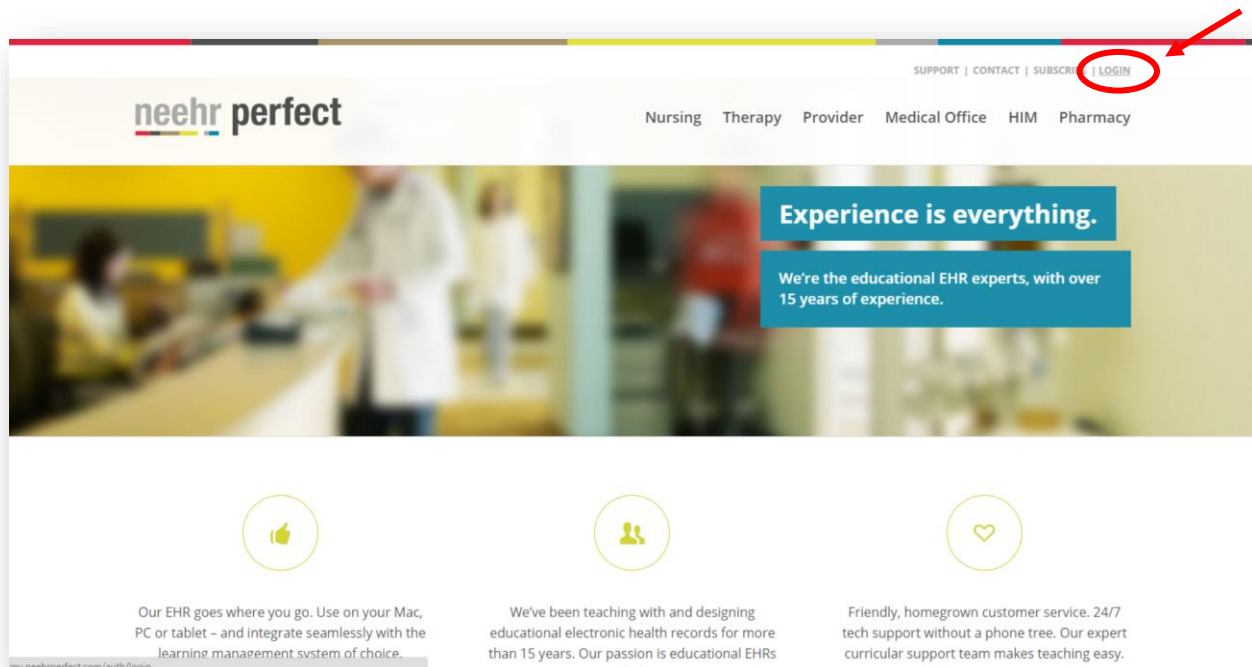
As of July 2013, Neehr Perfect converted from using three log-in credentials (Electronic Signature, Access Code, and Verify Code) to using the terms “Username” and “Password.” If you had the previous credentials, you should have received an email notification. Here is a summary of the change:

- Your Electronic Signature is no longer used.
- Your Access Code is now your Username.
- Your Verify Code is now your Password.
- Inside the EHR, your Username is now used to sign orders and notes (not your Electronic Signature). Signing is no longer case-sensitive.
- You may change your credentials by following the instructions on page 2 of this guide.

When using Neehr Perfect, if you are asked for an Access Code and Verify Code, then enter your Username and Password, respectively. This may occur in the VistA portion of the program. Some of the video tutorials may also reference the old terminology.

Logging in to Neehr Perfect

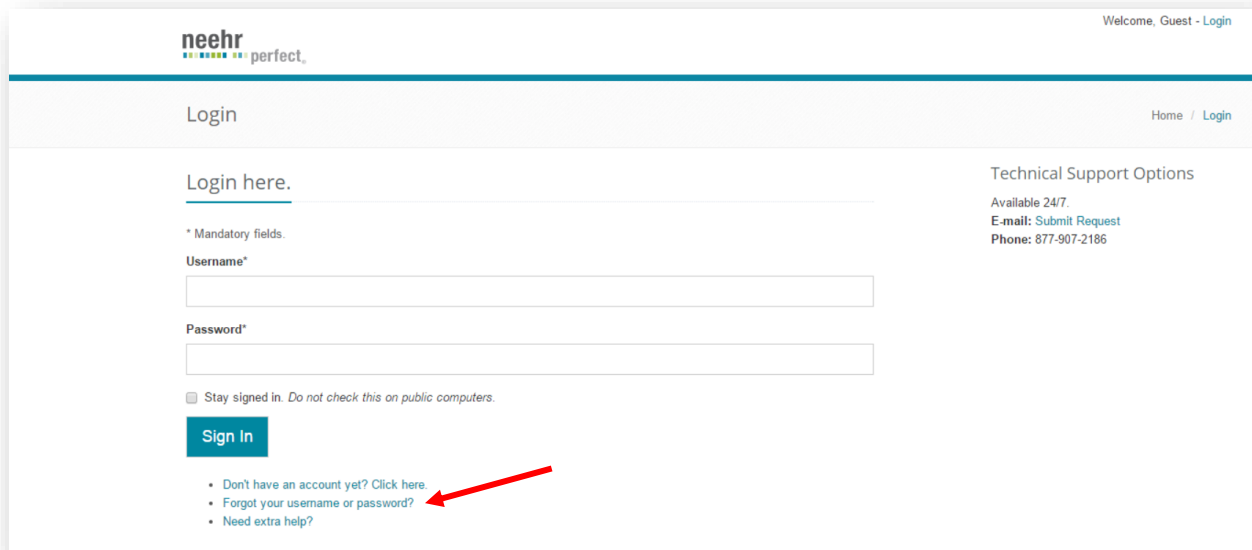
Go to www.neehrperfect.com to log in. Click on **Login** in the upper right corner.



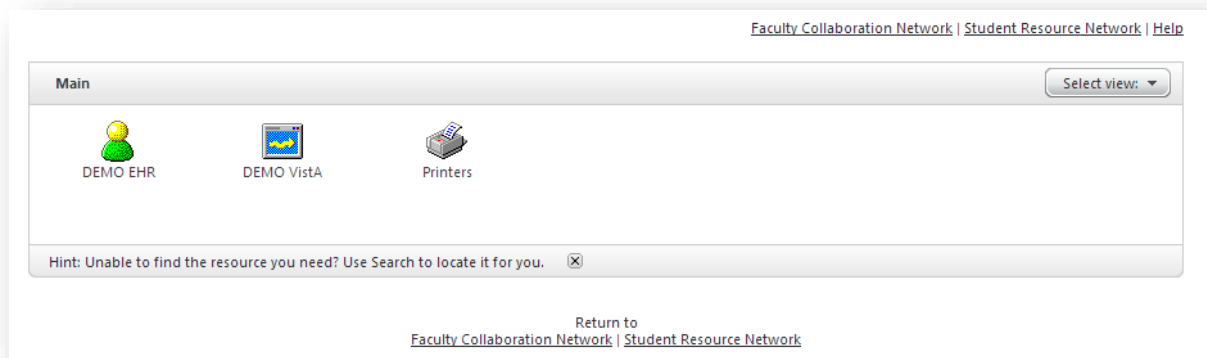
Then enter your username and password.

Hint! Select the 'Stay signed in' box to store your credentials for future logins. Do not check this box if you are on a public or shared computer.

Forgot your Username and Password? No problem! Select the 'Forgot your Username and/or Password? Or not working?' link shown below and have them re-sent to you by email immediately.



When logging in to the Neehr Perfect EHR for the first time, you will be prompted to install a plugin for your web browser. Then two or more icons will appear. Select your school's EHR to log in to the EHR (you will be prompted to enter your Username and Password again).



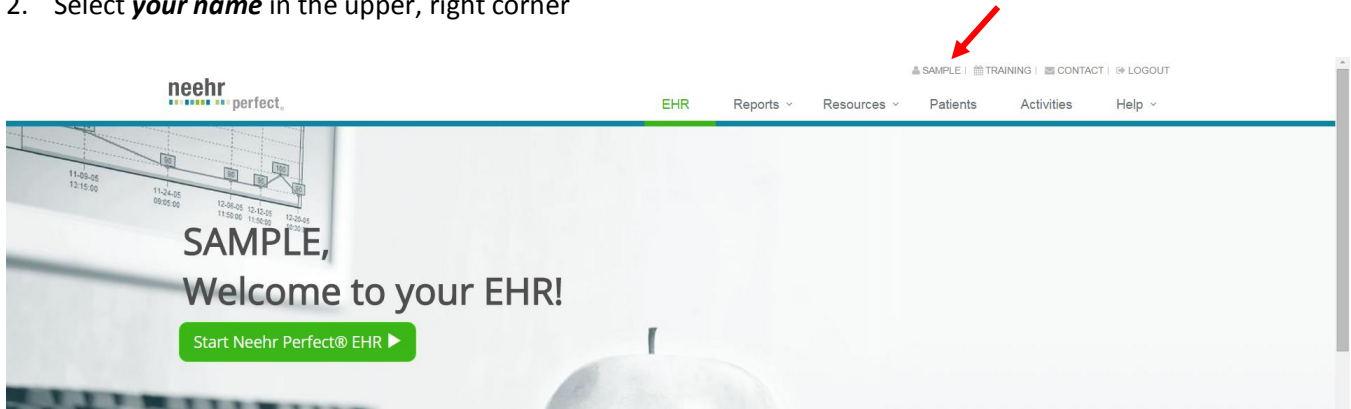
Some programs will also use the VistA portion of Neehr Perfect. When at the screen above, select your school's VistA icon. When VistA launches, you will be prompted to enter your Access Code and Verify Code. These are your Username and Password, respectively.

Please refer to the Instructor Guide or Student Guide if you would like to use Neehr Perfect on a mobile device.

Changing your Username and Password

Your Username and Password may be changed from within the Faculty Collaboration Network or Student Resource Network.

1. From www.neehrperfect.com, log in using your Username and Password.
2. Select **your name** in the upper, right corner



3. Under **Profile Information**, click on **Edit My Profile**. Here you may change your email address, Username, and Password by updating the fields.
 - a. Your Username must be between 6 and 20 characters in length.
 - b. Your Password must be between 8 and 20 characters in length.
 - c. The following characters are not allowed: ^ ; ' / ? < > [] { }

Account Information

School:	Neehr Perfect Orientation
First Name:	SAMPLE
Last Name:	FACULTY
License Status:	Activated
License Expiration:	-

Profile Information

Important Note! It may take up to 2 minutes for your changes to reflect in the EHR.

Email: *

Username: *

Change Password:

Confirm Change Password:

Save Changes

Customize Your Profile

Change your username and password here.

Hints:
Your Username must be between 6 and 20 characters long.

Your Password must be between 8 and 20 characters long.

The following special characters are not allowed:
^ ; ' / ? < > [] { }

Technical Support Options

Available 24/7.
E-mail: [Submit Request](#)
Phone: 877-907-2186

4. Select **Save Changes** when finished.

Need help?

The Neehr Perfect Help Desk is available 24 hours per day, 7 days a week for faculty and students. A live technician will assist you with questions and any issues. You may contact the Help Desk by email: support@neehrperfect.com or by phone: 877-907-2186. You can also select the 'Need extra help?' link shown below after clicking on **Login** from www.neehrperfect.com to submit a support request.

If you've forgotten your Neehr Perfect credentials, simply select the 'Forgot your Username or Password?' link shown below after clicking on **Login** from www.neehrperfect.com and complete the information. You'll receive an email immediately with your credentials.

The screenshot shows the Neehr Perfect login interface. At the top left is the logo, and at the top right is the text "Welcome, Guest - Login". Below the logo is a horizontal line, followed by the word "Login" and a "Home / Login" link. The main content area is titled "Login here." and contains a form with the following elements:

- A note: "* Mandatory fields."
- A "Username*" field with an input box.
- A "Password*" field with an input box.
- A checkbox labeled "Stay signed in. Do not check this on public computers."
- A blue "Sign In" button.
- A list of links: "Don't have an account yet? Click here.", "Forgot your username or password?", and "Need extra help?". Red arrows point to the last two links.

On the right side of the form, there is a "Technical Support Options" section with the following text:

- Available 24/7.
- E-mail: [Submit Request](#)
- Phone: 877-907-2186

Please also visit the Faculty Collaboration Network or Student Resource Network to find video tutorials, user guides, and other materials for learning how to use the EHR.