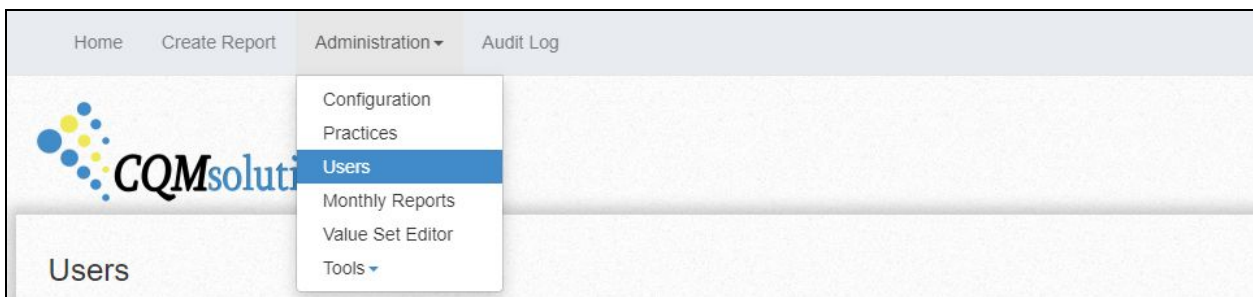


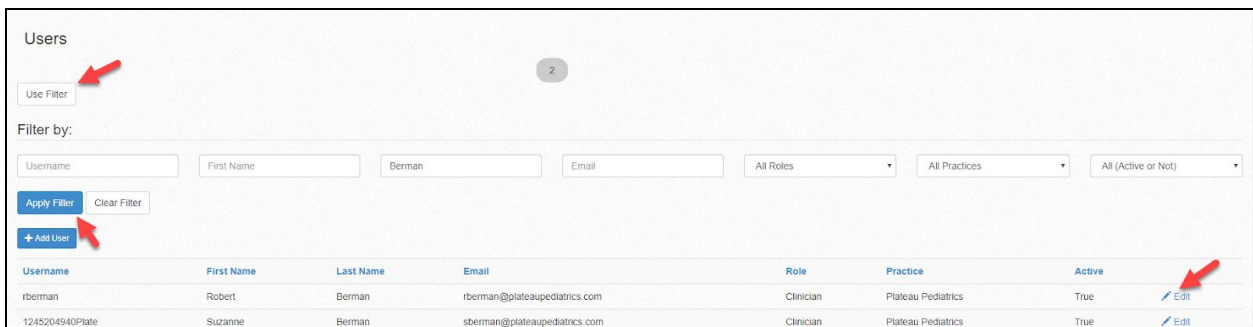
OP is committed to configuring the Administrator Account for each practice; once configured, it will be the responsibility of the Practice Administrator to set the password and share the URL for any Providers or set up additional user accounts that the practice may wish to have the ability to log into CQMsolution. The steps below only need to be completed by the practice if the practice wishes to have additional users log into the system.

Reset a User Password

1. Open CQMsolution using the link: <https://officepracticum.cqmsolution.com>
2. Navigate to Users: **Administration > Users**



3. Reset a Password:
 - a. Click the **User Filter** button to search for a clinician.
 - b. Enter information in one or more of the **Filter by** fields.
 - c. Click the **Apply Filter** button to locate the record.
 - d. Click **Edit** on the line you are resetting the password.

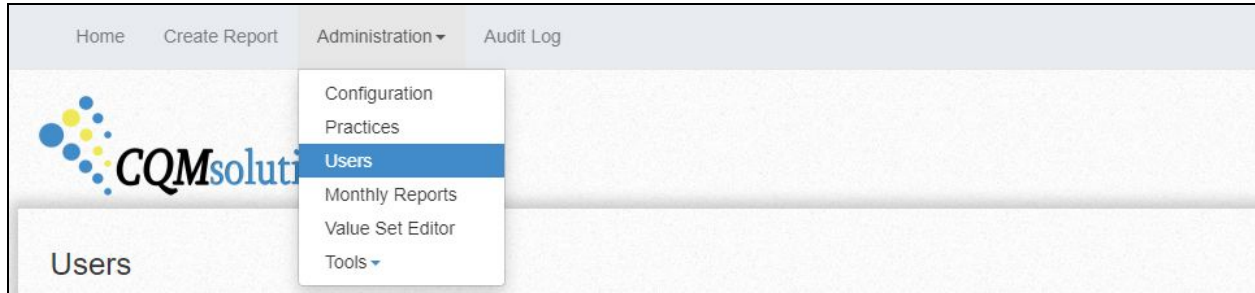


- e. Navigate to **New Password** and follow the instructions on the password requirement.
- f. Confirm the new password and click the **Save** button.

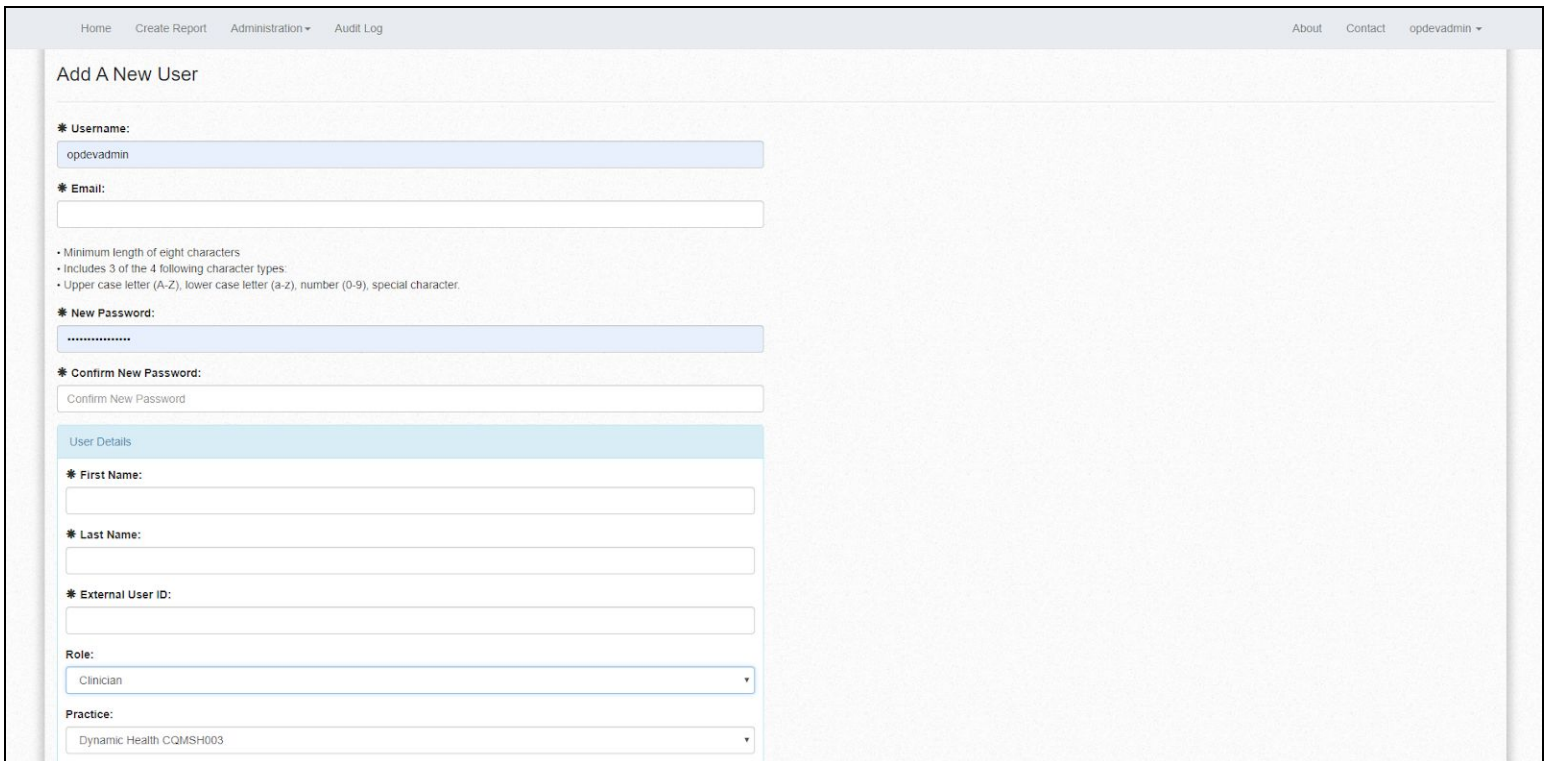
Note: Upon saving, the Practice Administrator will need to share with the Clinician the password and URL to log into the system.

Add a New Account

1. Open CQMsolution using the link: <https://officepracticum.cqmsolution.com>.
2. Navigate to Users: **Administration > Users**.



3. Click the **Add User** button.

A screenshot of the 'Add A New User' form in the CQMsolution application. The form includes the following fields:

- * Username:** A text input field containing 'opdevadmin'.
- * Email:** An empty text input field.
- * New Password:** A password input field with a strength indicator.
- * Confirm New Password:** A text input field for re-entering the password.
- User Details:** A section containing:
 - * First Name:** An empty text input field.
 - * Last Name:** An empty text input field.
 - * External User ID:** An empty text input field.
 - Role:** A dropdown menu with 'Clinician' selected.
 - Practice:** A dropdown menu with 'Dynamic Health CQMSH003' selected.

4. Complete the below fields:
 - **Username:** Enter first name initial + last name is the proper naming convention.
 - **Email:** Must be unique and cannot be used with any user in CQMsolution.
 - **New Password:** Enter the password.
 - **Confirm Password:** Reenter the password entered in the New Password field.
 - **First Name:** Enter the user's first name.

- **Last Name:** Enter the user's last name.
- **External User ID:**
 - For Clinicians, this will be their NPI
 - For other users, this needs to be a unique number (such as a phone number)
- **Role:** Enter PracticeAdmin or Clinician.
- **Practice:** This will default to your practice.
- **Direct Address:** Can be left blank, if a Direct Email Address enter it here.

5. Click the **Save** button.

Note: Upon saving, the Practice Administrator will need to share the login information with the new User to log into the system.