



CYFD

Directions to access Epics

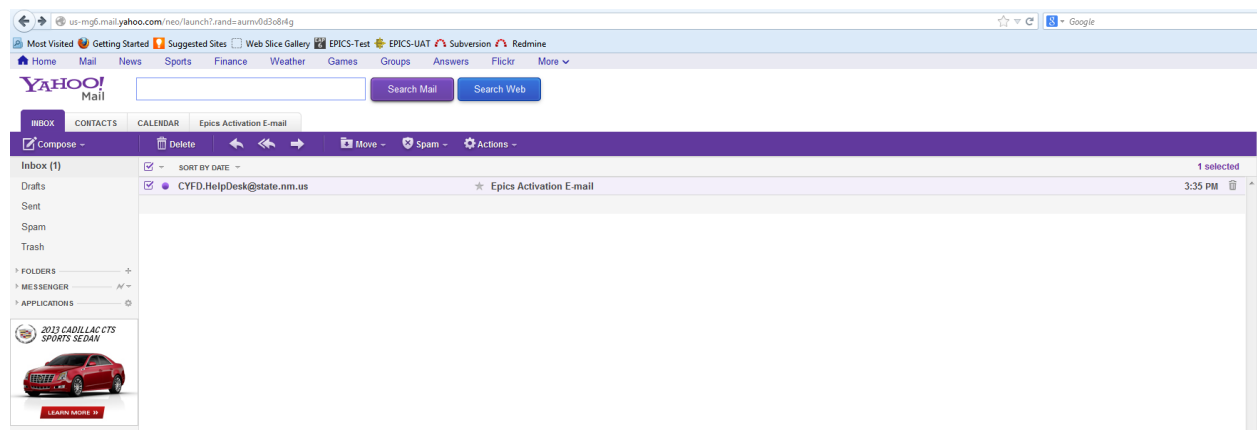
User Manual for Food Program Sponsors/Monitors and Home Providers

Steps to access Epics system on the Web:

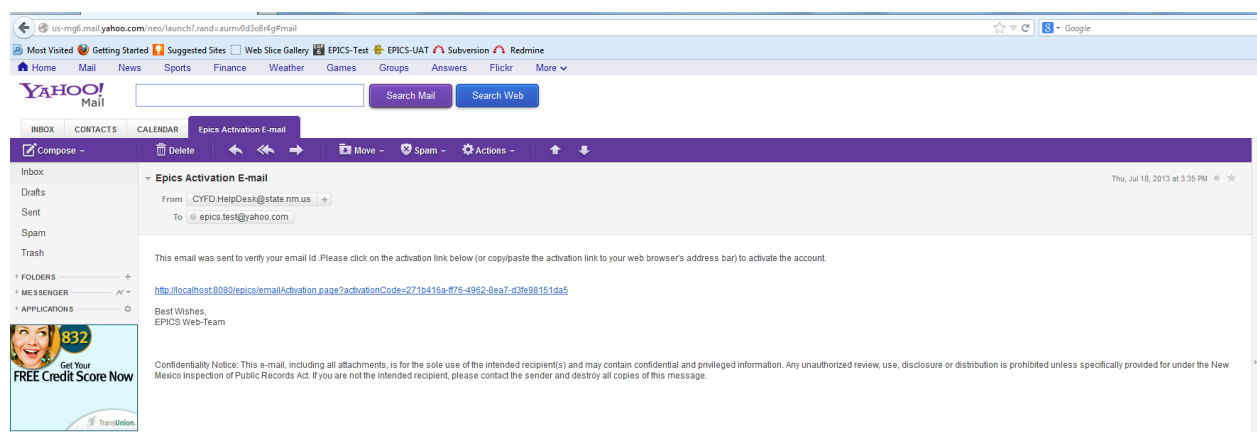
- (1) Food Program Sponsors/Monitors request access to Epics using the Form: CYFD External User Request for EPICS CACFP. Contact Email : CYFDEPICS.CACFP@state.nm.us
- (2) Home Providers request access to Epics through the Food Program Sponsors.
- (3) Once the users account is set up, they will be notified via email to activate their account.
- (4) Once they activate their account, another email is sent with their username and password to access Epics.

Following screen shots describe the above process:

- (1) You will receive the first email for activation of your account in Epics.

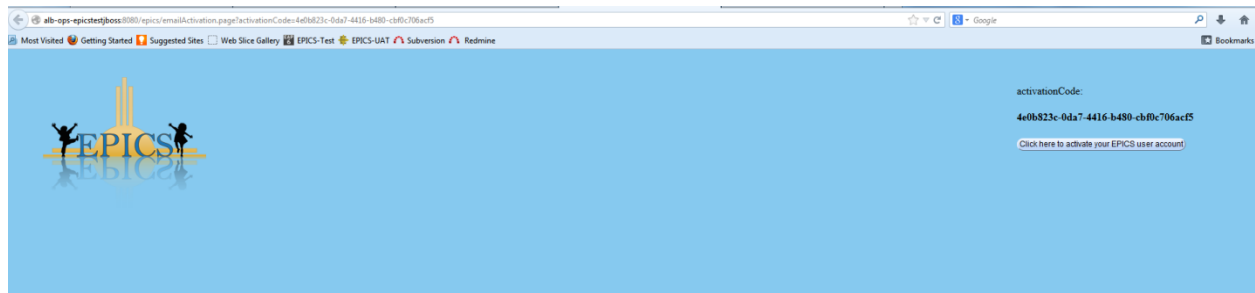


- (2) Click on the link to verify your email address.

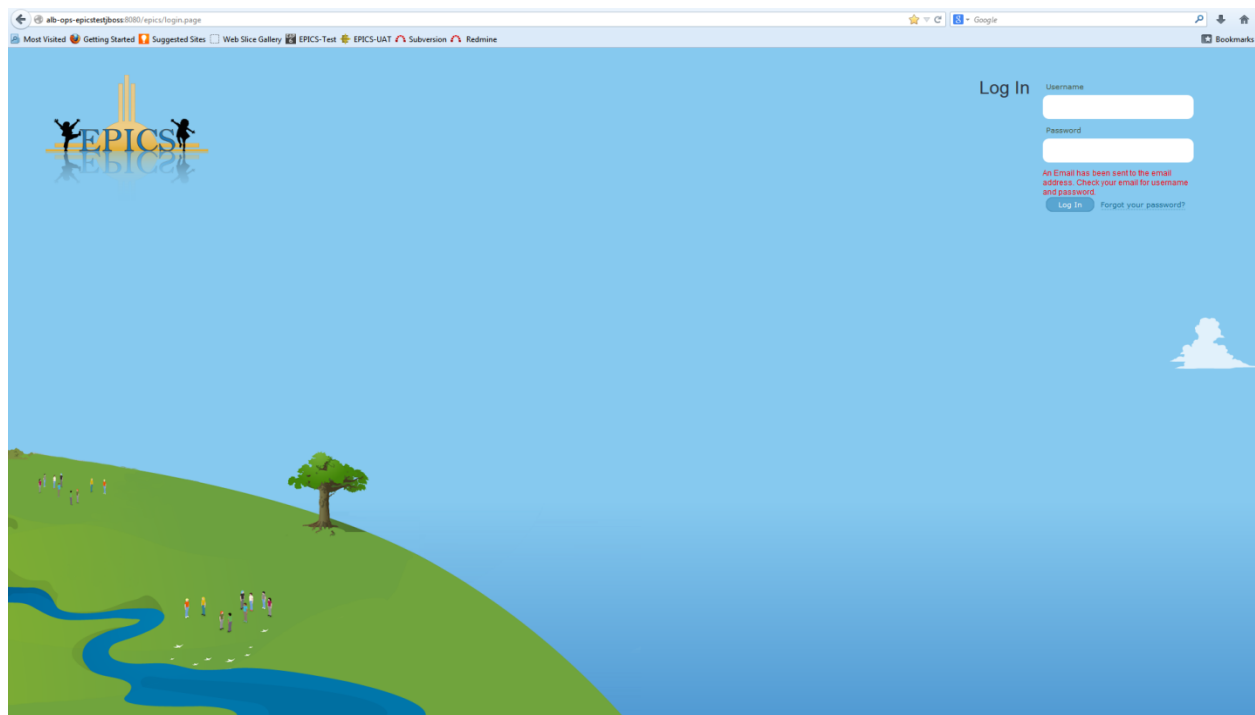


[Note: If you cannot click on the link, please copy and paste the link on the address bar of the browser and press Enter.]

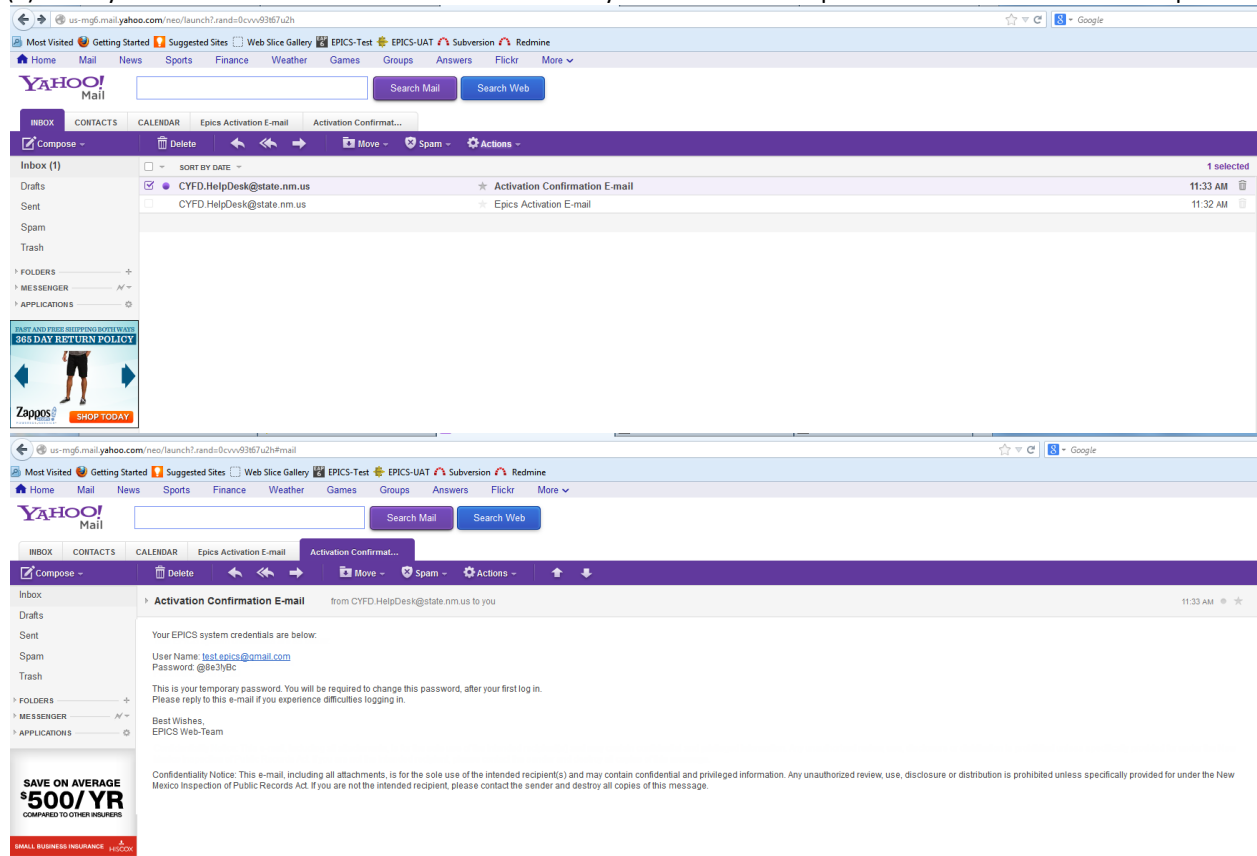
(3) Click on the button: [Click here to activate your EPICS user account](#) to activate your account.



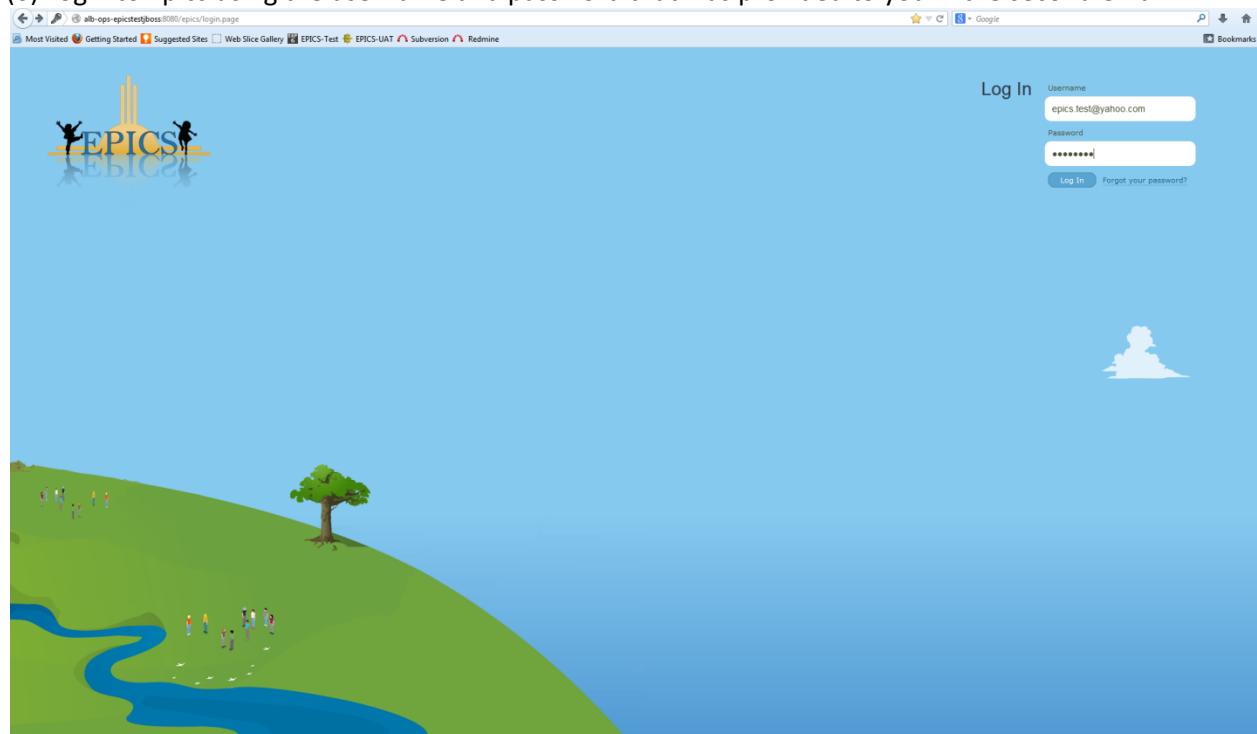
(4) You will be redirected to the following page with a message in **Red** to check your Email for username and password.



(5) Check your email for the second email that contains your username and password for account access in Epics.



(6) Log into Epics using the username and password that was provided to you in the second email.



(7) You must (a) Change the password after your first login and (b) read and accept the **Terms Of Use** to access Epics.

The screenshot shows the EPICS User Profile page. The 'Terms Of Use' section is highlighted. It contains a checkbox for 'I have read and accept terms of use.' and a link to 'Accept'. Below this, there is a detailed text block of the terms and conditions. At the bottom right of the page, there are two red error messages: 'Your password must be changed after being reset' and 'You must read and accept the terms of use'.

User Preferences

Maximum Search Results: 20

Password Management

Login Name: epics.test@yahoo.com

Change Password

Current Password:

New Password:

Re-Type New Password:

Terms Of Use

I have read and accept terms of use.

[Accept](#)

EPICS (the "Site") and any of the services provided by the Children, Youth and Families Department ("CYFD") in connection with the Site are being provided to you expressly subject to these Terms and Conditions of Use. Please read these Terms and Conditions of Use carefully. By accessing the Site, you AGREE to be bound by the following:

- By accessing this Site, you agree that any information you provide by and through this Site is accurate, true, current, correct and complete to the best of your knowledge. You understand that failure or refusal to provide accurate, true, current and complete information on which CYFD may rely for the purpose of providing reimbursements, benefits, or other services, could cause you to incur civil or criminal liability.
- The services provided by the Site are offered on an "AS IS," "WHERE IS" and "WHERE AVAILABLE" basis, with no warranty of any kind, whether express or implied.
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- You agree to defend, indemnify and hold CYFD harmless from and against all claims and expenses, including attorneys' fees, arising out of your violation of these Terms and Conditions of Use or from any misuse of the information or services provided by or through this Site, including such violation or misuses conducted by your employee or agent, if applicable.
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- The information contained herein may include a combination of public records and non-public records. All requests to inspect public records should be referred to CYFD's Custodian of Public Records for response. Users may not disclose in a public manner any confidential information, including but not limited to client data or personnel data.
- Failure to comply with these Terms and Conditions of Use may result in suspension or termination of user access and may result in disciplinary action up to and including dismissal.

Your password must be changed after being reset

You must read and accept the terms of use

(8) Read the "Welcome to EPICS" information box for tips and notifications of changes, outages, etc. Then, click on Search to begin.

The screenshot shows the EPICS Home page. The 'Welcome to EPICS' message is highlighted with a red circle. It contains information about known issues, search tips, and navigation tips. The 'Search' button is also highlighted with a red circle.

Previous Searches

Search Type	Search Phrase
FFClient	
FFHomeProvider	
Home Sponsor	

Welcome to EPICS

Known Issues:

All screens where a "Time" is the input - Format is -- 09:30 AM or 12:30 PM

Search

- Every screen requires a Search first.
- Search Results returned - Initially searches with a "wild card" and type (looks for words with same set of letters or numbers. Ex Test would return Test)
- If no results found then searches with "sounds like".

Navigation Tips

- Session expires after 20 minutes of no activity.
- Standard navigation for radio buttons is with arrow keys.
- Standard selection or toggle for check boxes and radio buttons is the space key.
- Standard to display values in a dropdown use the down arrow key.
- To select a value in a dropdown use the up or down arrow keys then the Enter key.

Search

Notes:

- (1) For issues related to logging into Epics contact CYFD.HelpDesk@state.nm.us
- (2) For reporting any errors in Epics;
 - (a) Home Providers contact Food Program Sponsors
 - (b) Food Program Sponsors contact CACFP through CYFDEPICS.CACFP@state.nm.us

Please include the following details in your report:

- (1) Date and time the error occurred. Ex: 7/16/2013, 1:30 pm.
- (2) Describe the sequence of steps that was executed before encountering the error.

Example Scenario:

 - (i) Searched and selected Home Provider with ID# 100121
 - (ii) Updated the Home provider record for address change
 - (iii) Clicked on Save to save the changes made
 - (iv) Following error message pops-up: "Home Provider information could not be saved".
- (3) Include screen shots (MS-Paint, MS-Word, SnagIt, Snipping Tool)