SWITS User Manual

This document focuses on the elements required to Access SWITS

Total Pages: 5

California
December 2005
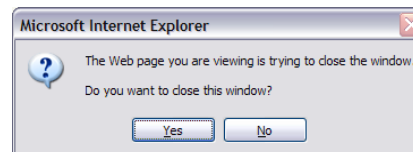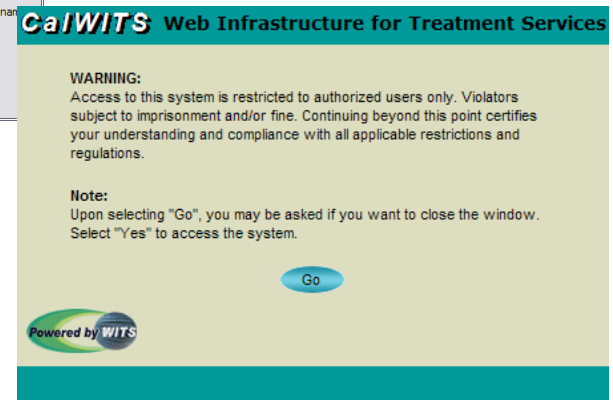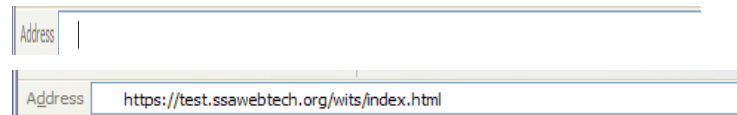
Accessing SWITS

Using Your Browser to Access SWITS

1. **Browser:** SWITS requires Microsoft Internet Explorer 6.0 or higher. To access SWITS, backspace over the address in the address line, and type the following URL provided by your SWITS coordinator in the address Line of your browser, and hit the enter key.

   Security Alert: To protect your data, SWITS is located on a secure site. To access the secure site, click **Yes**.

2. **Warning Message Box:** After clicking **Yes** in the Security Alert Box, you will be warned that you must be authorized to use the site. Click **Go** if you are authorized. If you have a User ID and a Password you are authorized to enter.

3. **Browser Window Message:** When you enter SWITS, it opens a new browser window. Your browser has a built in rule to ask if you would like to close the current browser window. Click **Yes**. If you click **No**, your current browser window will remain open, and you will not be able to access SWITS.

Accessing SWITS

Identity Management

5. **User ID:** SWITS requires each user to enter their ID. The user ID may follow a convention such as the first letter of the first name, and the last name, or it may be random. You should have received an ID from your SWITS Administrator. If you have not received your **User ID**, contact your SWITS Administrator. After entering your User ID, hit tab to enter your password or mouse click inside the **Password** box.

6. **Password:** To manage your identity, a password has been assigned to you. As you type it in, you will see small circles for each character. This is to prohibit someone from seeing your password and using it to pose as you to access the system. After entering your password, click **Go**.

7. **PIN:** After Clicking **Go** next to the password, you will be asked for your PIN. To manage your identity, a Personal Identification Number (PIN) has been assigned to you. It will be lengthy and will not appear to follow any convention. This is to prohibit someone from being able to guess your PIN, and access the system as you.
After entering your PIN, click **Go**.

Note: Once you are in SWITS, you will be asked to change your originally assigned password and PIN, but be sure to make it something that nobody will be able to guess. Do not use proper names or any PIN or password that you have used in the past for any other system.

CalWITS Web Infrastructure for Treatment Services

User ID

Password   Go

Powered by WITS

CalWITS Web Infrastructure for Treatment Services

User ID rconrad

Password ••••••   Go

Powered by WITS

CalWITS Web Infrastructure for Treatment Services

User ID rconrad

Password ••••••   Go

PIN   Go

WITS
Basic State System
1234 5678 9123 4567

Powered by WITS

Accessing SWITS

Change Facility

You will notice some important changes when you access the **Change Facility** screen. Your browser toolbar has been modified to eliminate the forward and back buttons. This is done to protect the integrity of the data entered. See the Basic Elements training guide for more information on navigation.

8. **Facility**: **SWITS** requires each user to have a access to a Facility for their session. Most users will be associated with one **Agency,** but may be associated with many Facilities**.**

9. The facility you select defines the boundaries within which you can work within this session. All facilities under your agency are listed in the New Facility list and you are asked to pick one for this specific session. Only the facilities that you are authorized to access will show up in this list. Everything you do (with the exception of client search) with a client record would be within the limits of this facility that you select.

10. **Change Facility:** In the **Change Facility** screen, **Current Agency**, **Current Facility** and **New Agency** will be grayed out. This means they are *read-only.* Use the drop-down box next to **New Facility** to select the **Facility** for the session. Click **Go**. You will enter the **SWITS Home** screen.
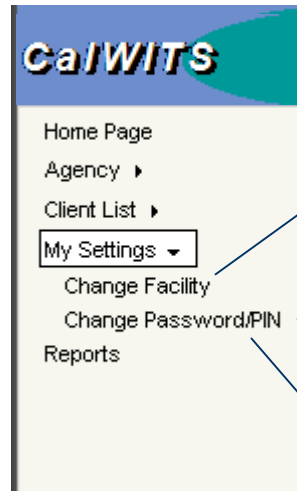
Note: You may use **Cancel** and go to the menu on the left. However, you will not be able to access any client records until you have picked a facility.
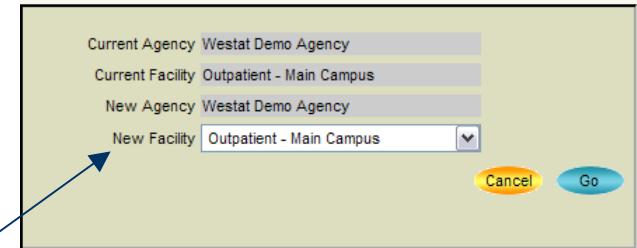
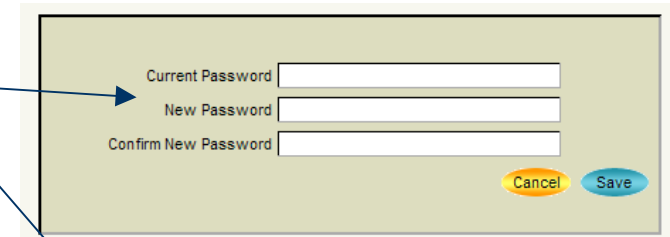**3**
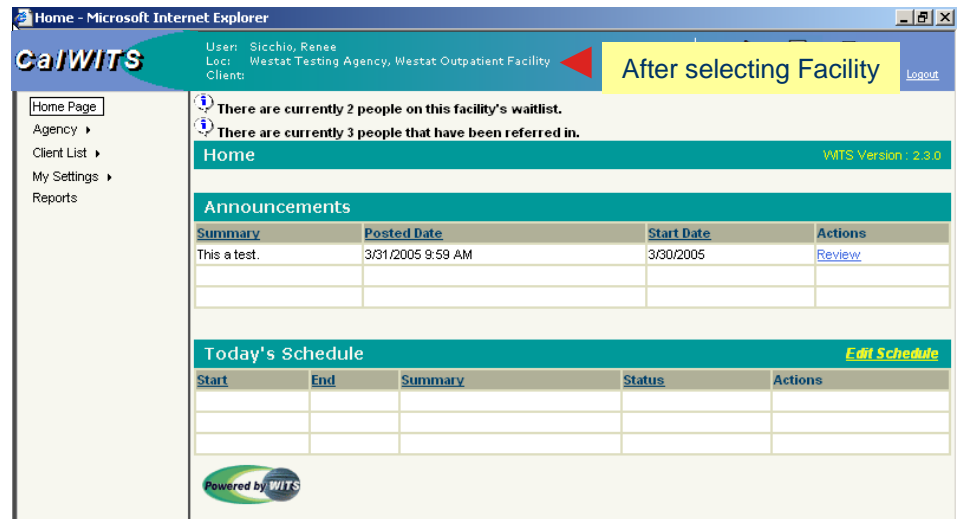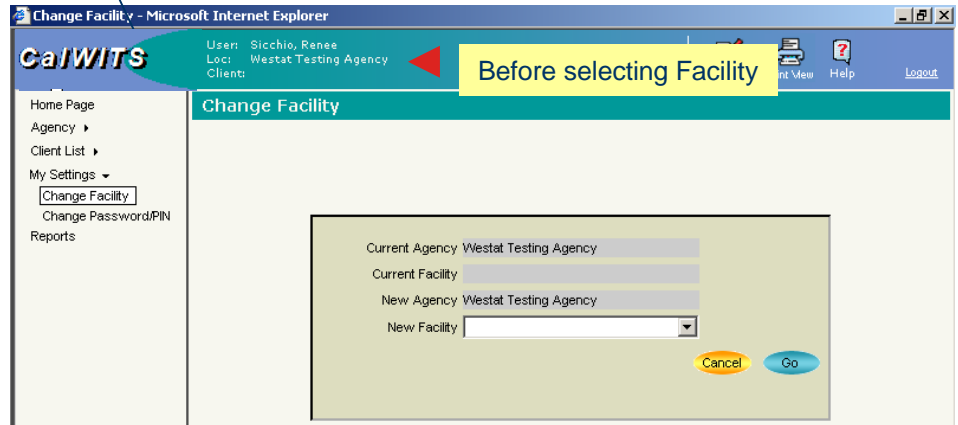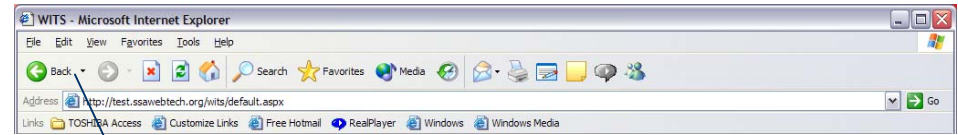
Changing Facility, Password, and PIN

11. Go to **My Settings.** You will see menu options that will allow you to change your **Facility, Password, and PIN.**

12. Your **Password** must contain 6 characters, contain letters and numbers and can not match your PIN.

13. Your **PIN** must contain 6 characters, and can not match your Password. Your **PIN** can be all numbers, but does allow letters.
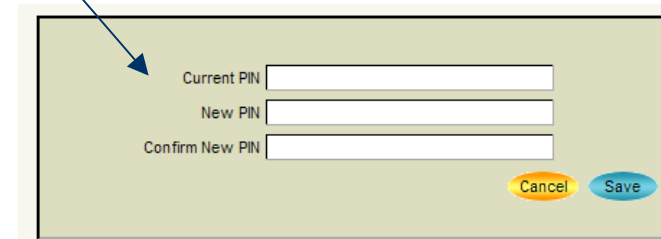
CalWITS

Home Page
Agency ▶
Client List ▶
My Settings ▾
　Change Facility
　Change Password/PIN
Reports

Current Agency	Westat Demo Agency
Current Facility	Outpatient - Main Campus
New Agency	Westat Demo Agency
New Facility	Outpatient - Main Campus

Cancel　Go

Current Password	
New Password	
Confirm New Password	

Cancel　Save

Current PIN	
New PIN	
Confirm New PIN	

Cancel　Save

Accessing SWITS

Creating a Shortcut

14. Some browsers allow you to create a shortcut which will save time in completing the login process. To create a shortcut, go to the login page.

Right-click in the open area. Select **Create Shortcut** from the menu**.**

15. You will be told that the shortcut will be added to your desktop. Click **OK.**

16. You will see it on your desktop.

17. Optional. Right click on the icon. Select **Rename.** You may rename the icon to SWITS.

Right Click in the open area