



User Guide: Logging into Clarity HMIS Training Site

INTRODUCTION

This guide will assist you in logging into the **Clarity HMIS Training site***. This training site is designed to mirror the live site with the exception that client level information is fictitious. **Please note you should not enter any actual client level data into this instance.**

**Please note that revisions and/or updates to this site are made as soon as possible, however, there may be instances in which agency level information may differ slightly, this should not be an impediment to you practicing and entering data.*

LOGGING IN

The following are steps that you will need to take in order to gain access to Clarity HMIS Training Site.

- I. Contact the Helpdesk at sccsupport@bitfocus.com and inform them you wish to use the Training Site
 - a. Be ready to provide your **current username, work email and Home Agency**
 - b. The Helpdesk will make the necessary updates
 - c. Once this is done you will then need to log into the HMIS Training Site webpage here is the exact URL: <https://scc-train.clarityhs.com/login>
 - d. Please note you will need to use the **FORGOT PASSWORD?** option to update your password and proceed to login (*the Helpdesk will also provide next steps*)
 - e. Proceed in using the training site as you would the live site-*recall that you should not enter any real client information*

- II. Proceed to login as usual

- Enter your current Username here and instead of entering a password, go to the **FORGOT PASSWORD?** to be redirected to change and update your password.

- a.
- b. Enter username
- c. Select the Forgot Password option (you will be redirected to the following screen-see image below)

- Enter your email address here, and the select the **I'm not a robot** box and select **RESET PASSWORD**. You will receive an email with next steps Return to the login page and proceed

- i.
- d. Check your email to retrieve the password
- e. Return to the login page and enter new password
- f. You can now begin using the HMIS Training Site

NEED ASSISTANCE... Contact the Helpdesk; sccsupport@bitfocus.com