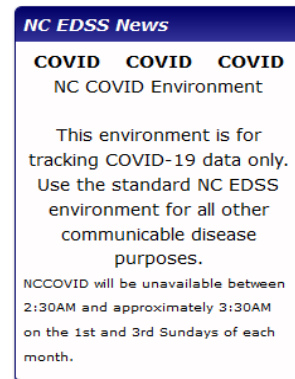



Logging into NC EDSS NC COVID

Congratulations! You successfully completed NCEDSS NCCOVID and are ready to log into the live system for the first time. Follow the instructions listed below to log in. Please note that NC COVID works best when you use Microsoft Chrome or the Firefox browser.

The NC COVID instance is located at <https://nccovid.ncpublichealth.com>
Make sure that the NC EDSS News is COVID COVID COVID as shown here.



ENTER LOGIN INFORMATION

1. Enter the user name you were given in the Username field. There are no spaces in the Username.
2. Enter the temporary password that you were given over the phone into the Password field.
3. Click 

A screenshot of a "LOGIN" form. It has three input fields: "Username:", "Password:", and "Application:". The "Application:" field has a dropdown menu with "Main" selected. Below the fields are two buttons: "Login" and "Reset password".

ENTER THE PASSCODE

NOTE: The Passcode will display in an email message within 30 seconds after you click Login. Users will be required to enter a new passcode if they a) change browsers, b) change computers, c) change their password or d) delete their browser history.

4. Enter that 6-digit code in the Passcode field.
5. Click Login. The system will request that you change your password.
6. The system will ask if this is a private computer, click the check box. Private computer secures the connection to the website address due to sensitive information. It is important that a user administrator clicks private computer. If not, a user administrator will always login then the system will ask for a passcode every time.
7. The system will request that you change your password.

A screenshot of a "LOGIN" form. The "Username:" field contains "BBoop". The "Passcode:" field is empty. Below it is a "Private Computer:" checkbox which is checked, with the text "Remember me on this computer" next to it. There are "Login" and "Cancel" buttons at the bottom.

CREATE A NEW PASSWORD

NOTE: Passwords must have at least 8 characters with at least one uppercase letter, at least one lowercase letter, at least one number and at least one special character - (#\$%&!). Minimum of 8 characters and max of 28 characters.

8. Enter the Temporary password that you were given over the phone in the Current Password field.
9. Enter a password that you create in the New Password field.
10. Enter the new password in the Confirm Password field.

A screenshot of a "LOGIN" form. The "Username:" field contains "BBoop". Below it are three input fields: "Current Password:", "New Password:", and "Confirm Password:". There is an "OK" button at the bottom.

11. Click 

The NC COVID Home Page opens.