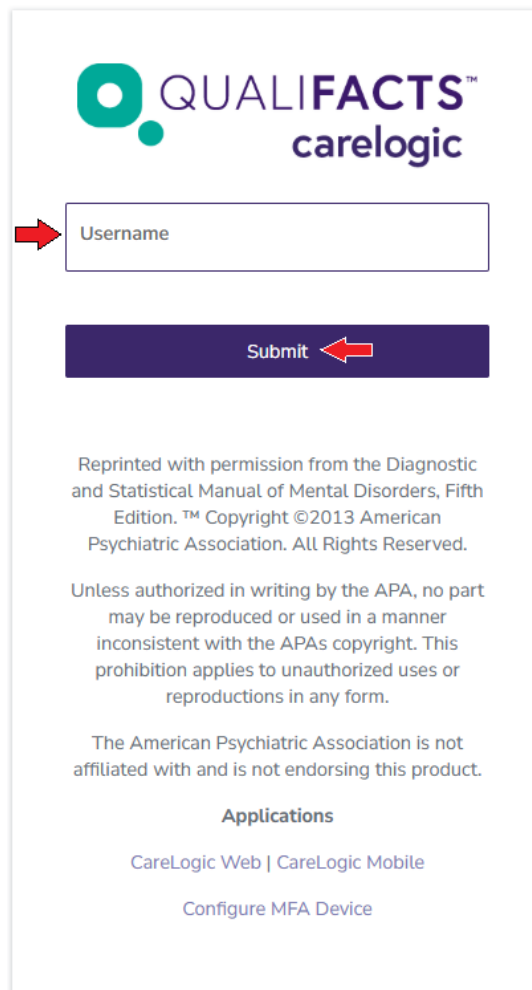


Initial CareLogic User Login

Setting a New Password

Users will need to enter their Username, which is their CAU email address, and click submit.

A screenshot of the Qualifacts CareLogic login page. At the top is the Qualifacts CareLogic logo. Below it is a text input field labeled "Username" with a red arrow pointing to it from the left. Underneath the input field is a dark purple button labeled "Submit" with a red arrow pointing to it from the right. Below the button is a block of text: "Reprinted with permission from the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition.™ Copyright ©2013 American Psychiatric Association. All Rights Reserved." followed by "Unless authorized in writing by the APA, no part may be reproduced or used in a manner inconsistent with the APAs copyright. This prohibition applies to unauthorized uses or reproductions in any form." and "The American Psychiatric Association is not affiliated with and is not endorsing this product." At the bottom, there is a section titled "Applications" with links for "CareLogic Web | CareLogic Mobile" and "Configure MFA Device".

The logo for Qualifacts CareLogic, featuring a teal circular icon with a white dot inside, followed by the text "QUALIFACTS™" in purple and "carelogic" in a smaller, lowercase purple font.

Username

Submit

Reprinted with permission from the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition.™ Copyright ©2013 American Psychiatric Association. All Rights Reserved.

Unless authorized in writing by the APA, no part may be reproduced or used in a manner inconsistent with the APAs copyright. This prohibition applies to unauthorized uses or reproductions in any form.

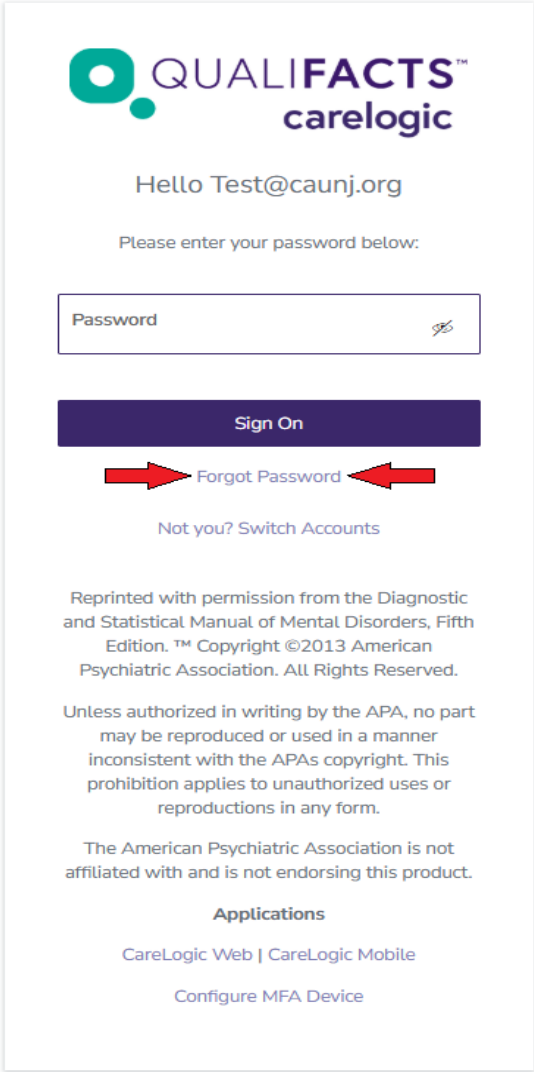
The American Psychiatric Association is not affiliated with and is not endorsing this product.

Applications

CareLogic Web | CareLogic Mobile

Configure MFA Device

Users will be directed to the Password screen. Select **Forgot Password**, which is located under the Sign On button.



The image shows a login screen for Qualifacts Carelogic. At the top is the logo, which consists of a green circle with a white dot inside, followed by the text "QUALIFACTS™" in purple and "carelogic" in a smaller, lowercase purple font. Below the logo, it says "Hello Test@caunj.org". Underneath that is the instruction "Please enter your password below:". There is a password input field with the placeholder text "Password" and a small icon of a key. Below the input field is a dark blue button with the text "Sign On" in white. Directly below the "Sign On" button is the text "Forgot Password" in a smaller, lighter blue font. Two red arrows point towards the "Forgot Password" text from the left and right. Below "Forgot Password" is the link "Not you? Switch Accounts" in a small, light blue font. At the bottom of the screen, there is a block of text: "Reprinted with permission from the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition.™ Copyright ©2013 American Psychiatric Association. All Rights Reserved." followed by "Unless authorized in writing by the APA, no part may be reproduced or used in a manner inconsistent with the APAs copyright. This prohibition applies to unauthorized uses or reproductions in any form." and "The American Psychiatric Association is not affiliated with and is not endorsing this product." Below this text is the heading "Applications" in bold, followed by two links: "CareLogic Web | CareLogic Mobile" and "Configure MFA Device".

QUALIFACTS™
carelogic

Hello Test@caunj.org

Please enter your password below:

Password

Sign On

Forgot Password

Not you? Switch Accounts

Reprinted with permission from the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition.™ Copyright ©2013 American Psychiatric Association. All Rights Reserved.

Unless authorized in writing by the APA, no part may be reproduced or used in a manner inconsistent with the APAs copyright. This prohibition applies to unauthorized uses or reproductions in any form.

The American Psychiatric Association is not affiliated with and is not endorsing this product.

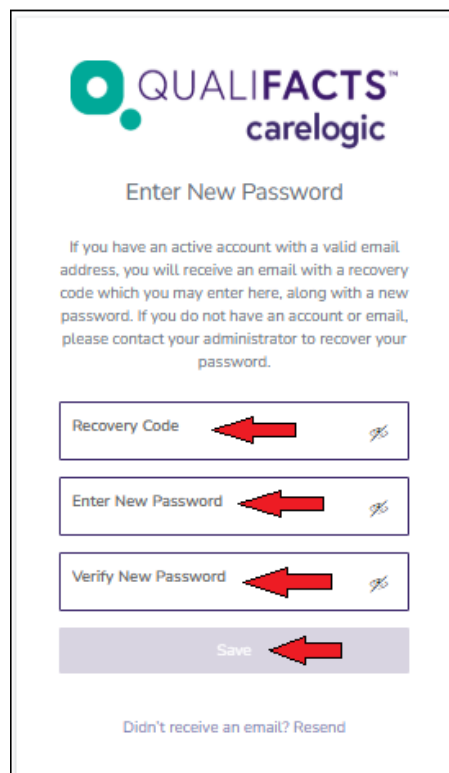
Applications

CareLogic Web | CareLogic Mobile

Configure MFA Device

A verification code will be sent via email from PingOne to your CAU email address in Outlook.

The users must enter the Carelogic Recovery Code in the Recovery Code box. The code expires after five minutes and must be resent if not entered within that time. Also, set up a New Password and verify it, then click Save.



QUALIFACTS™
carelogic

Enter New Password

If you have an active account with a valid email address, you will receive an email with a recovery code which you may enter here, along with a new password. If you do not have an account or email, please contact your administrator to recover your password.

Recovery Code 

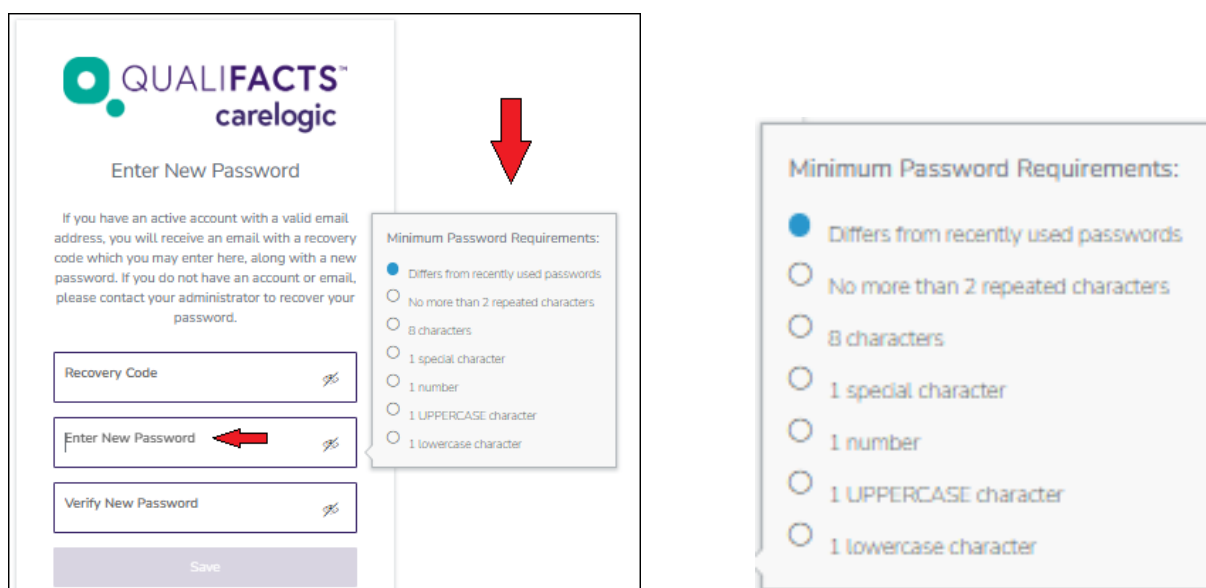
Enter New Password 

Verify New Password 

Save 

[Didn't receive an email? Resend](#)

The Password rules will be displayed when the users click on the **Enter New Password** box.



QUALIFACTS™
carelogic

Enter New Password

If you have an active account with a valid email address, you will receive an email with a recovery code which you may enter here, along with a new password. If you do not have an account or email, please contact your administrator to recover your password.

Recovery Code 

Enter New Password 

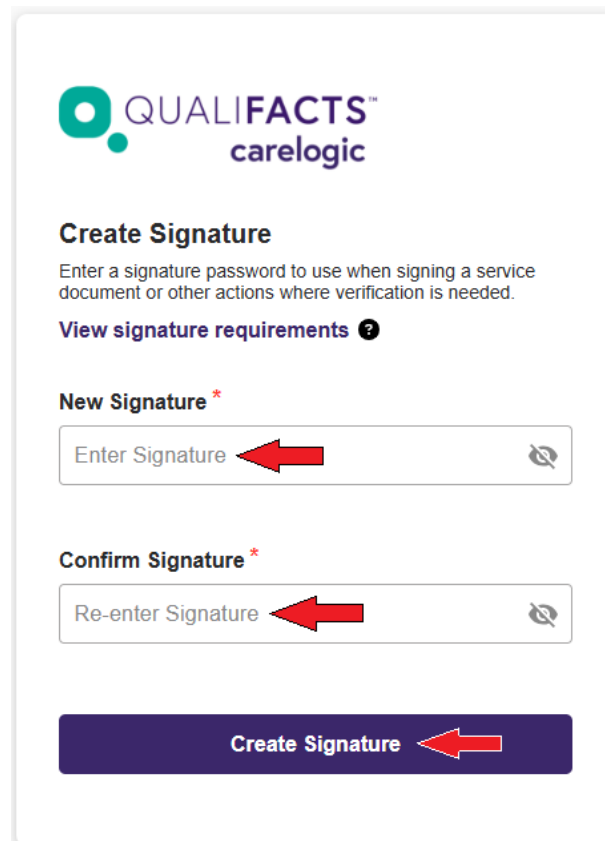
Verify New Password 

Save

Minimum Password Requirements:

- ☒ Differs from recently used passwords
- ☐ No more than 2 repeated characters
- ☐ 8 characters
- ☐ 1 special character
- ☐ 1 number
- ☐ 1 UPPERCASE character
- ☐ 1 lowercase character

If the New Password meets the rules criteria, and the information is saved, the **Create Signature** screen will display. Users need to set their electronic signature, confirm it, and click on **Create Signature**. Rules will be displayed by clicking on the question mark next to **View Signature requirements**.



The 'Create Signature' screen features the Qualifacts Carelogic logo at the top. Below the logo, the title 'Create Signature' is followed by a brief instruction: 'Enter a signature password to use when signing a service document or other actions where verification is needed.' A link 'View signature requirements' with a question mark icon is provided. The form consists of two input fields: 'New Signature' and 'Confirm Signature', both marked with an asterisk. Each field has a placeholder text 'Enter Signature' and 'Re-enter Signature' respectively, with a red arrow pointing to the input area. A 'Create Signature' button is located at the bottom of the form, also with a red arrow pointing to it.

[View signature requirements ?](#)

Signature Requirements

- 1. Signature must have a minimum length of 2 characters.
- 2. Signature cannot match your username.
- 3. Signature is case sensitive.

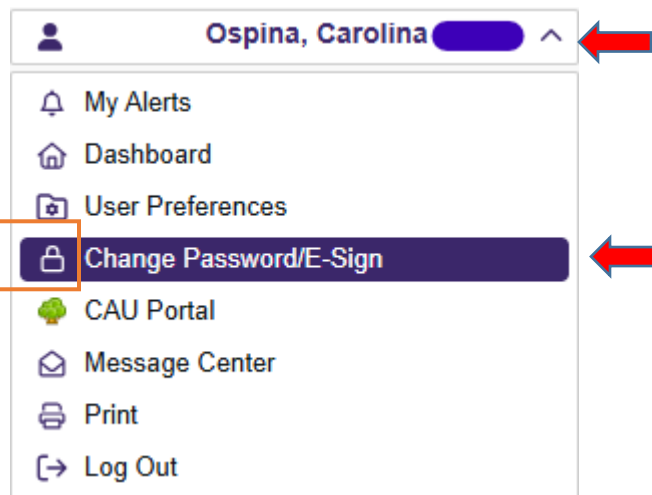
Close

If the signature meets the rules criteria, the users will automatically be logged into Carelogic.

Lock Button

When a user selects the lock icon, they will be able to:

- Reset only the e-signature
- Reset only the password
- Reset both e-signature and password



Submit

Reset Password / Signature

☒ Reset Password Only ☐ Reset Signature Only ☐ Reset Password and Signature

New Password *

Confirm New Password *

Rules

When resetting the password, a list of rules maintained by PingOne can be viewed by hovering over the **Rules** info icon.

Reset Password / Signature

☐ Reset Signature Only



 Rules

RULES

1. Must have at least 1 number.
2. Must have at least 1 uppercase letter.
3. Must have at least 1 lowercase letter.
4. Must have at least 1 special character.
5. Must be between 8 and 255 characters.
6. Cannot have more than 2 repeated characters in a row.
7. Cannot be too similar to the user's current password.
8. Cannot be your username.

Password and Electronic Signature are case sensitive.

Password and Electronic Signature cannot match.

When resetting the e-signature, enter your current password to confirm authenticity and click submit.

Submit

Reset Password / Signature

☐ Reset Password Only

☒ Reset Signature Only

☐ Reset Password and Signature

New Signature *

Confirm New Signature *

To confirm your change, please enter your current password *

Rules

A list of rules to reset the e-signature, maintained by PingOne, can be viewed by hovering over the Rules info icon.

