

SMART Tip Sheets Accessing SMART

Accessing SMART

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Logging In

Agency/Facility/Program Access

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This tip sheet focuses on the elements required to access SMART.

Total Pages: 5

IGSR Technical Support: 301.405.4870

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www.igsr.umd.edu

Accessing SMART

Accessing SMART through the internet

1. Accessing the SMART URL: to access SMART, a computer with access to the Internet and a web browser (Internet Explorer recommended) is required. Then type the following URL in the address line of your browser and hit enter on the keyboard:

<https://smart.bgr.umd.edu>

Note: to create a shortcut, right-click on the webpage (somewhere below the header) and choose 'Create Shortcut'. It will display a message prompt confirming the shortcut on your desktop. Click **OK**. *Note:* the name of the shortcut will be WITS instead of SMART. However, the name can be changed to SMART instead.

2. **Security Alert:** to protect the data, SMART is located on a secure site. If the 'Security Alert' message appears, click **Yes**.
3. **Warning Message Box:** This message appears on the main SMART webpage asking if users are authorized to view this site (this screen may not appear when using Windows operating systems higher than Windows XP), Authorized users will then click **Go**.
4. **Browser Window Message:** a new browser window may appear when entering SMART. Click **Yes** to proceed to the login window.

SMART URL

Security Alert

Click **Yes**

Click **Go**

Click **Yes**

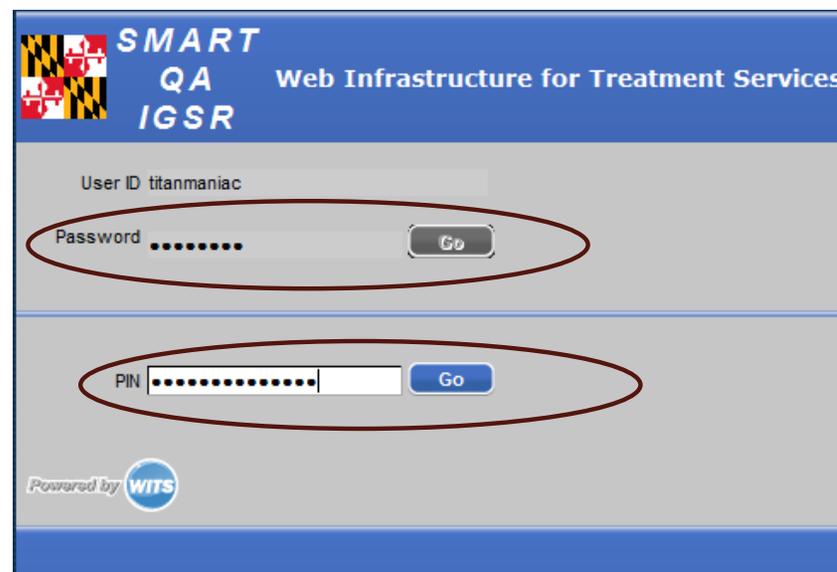
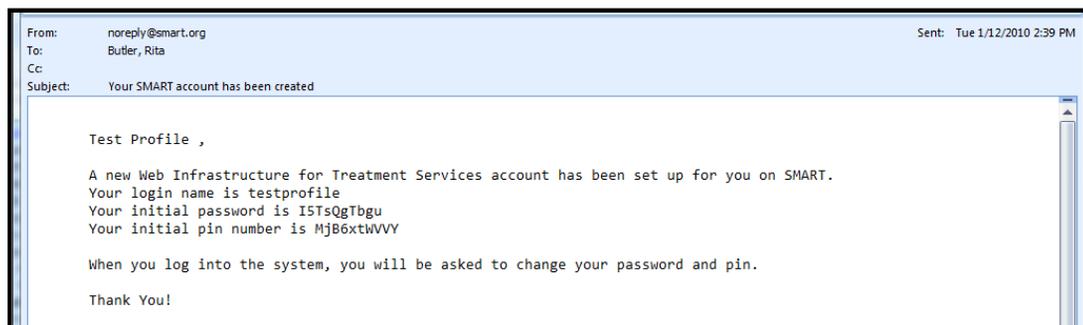
Accessing SMART

Logging Into SMART

- 1. Account Setup:** SMART accounts are setup by the appropriate SMART Agency Administrator (agency staff where appropriate, IGSR, ADAA, etc.) and when created, SMART automatically sends a system-generated email containing the Login Name, initial Password and initial PIN to the e-mail included on the request to create the account.
- 1. Logging In:** Enter the User ID, Password and PIN in the appropriate fields. If the login information was e-mailed and not received, check the SPAM folder within the e-mail account and/or contact the SMART Agency Administrator.
- 1. User ID/Password/PIN:** Users are assigned a User ID that will generally follow the convention of the user's first initial of the first name and the entire last name (and possibly a number after that). Once the User ID and Password is entered, click **Go**. Next, enter the PIN and click **Go**.

Note: the first time login to SMART and periodically (every 90 days according to HIPAA) thereafter, users may be prompted to change the password and PIN. The Password must be at least 8 characters long, where one character is a number. The PIN cannot be the same as the User ID or password and must be at least six characters long. Be sure to change the password and pin to something that is easy to remember but one that no one can easily guess.

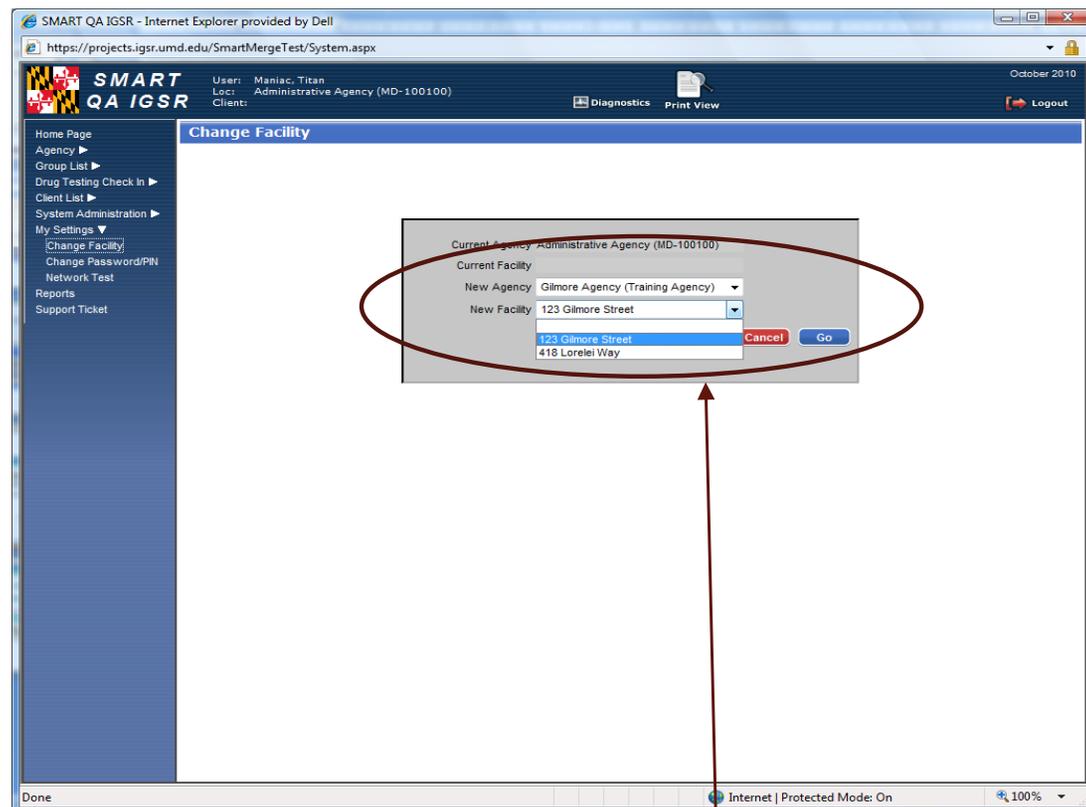
Note: SMART accounts are automatically disabled after three failed login attempts. If this occurs, contact the appropriate SMART Agency Administrator to enable the account.



Accessing SMART

Agency/Facility/Program Access

- 1. Agency/Facility/Program Access:** When accessing SMART, users log into an agency and facility. Once logged into the facility, user access/enter information into one or more programs associated with that facility, depending on the user's permissions.
- 2. Session Context:** SMART requires each user to have a context per session. Most users are associated with one agency but may be associated with many facilities. After entering the User ID, Password, and PIN, users are asked to identify the facility to login. SMART defaults to the agency assigned to the User ID, Password, and PIN. Next, choose the appropriate facility from the drop-down and then click **Go**.
Note: if users only have access to one facility, this screen will not appear. Those users are taken directly to the Home Page.
- 3. Change Context:** To change the facility, click **My Settings** and then **Change Facility** from the menu tree.



Select Your Facility

Accessing SMART

Logging Out of SMART

1. **Logging Out:** It is important that users properly logout of SMART as opposed to clicking the 'X' in the upper right hand corner. Logging out improperly can result in problems the next time the user attempts to login. User may then be required to contact the SMART Agency Administrator and request that the account either be re-enabled or reset to successfully login again. **Note:** this depends on if the user remembers the password/pin.
2. Click **Logout** in the upper right-hand corner of the screen (this can be viewed on all SMART Screens). **Note:** Be sure that all data is saved prior to logging out of SMART.
3. A window appears confirming the logout. Click **Yes**.

SMART QA IGSR

User: Maniac, Titan
Loc: Gilmore Agency (Training Agency), 123 Gilmore Street
Client:

Diagnosics Print View

October 2010

Logout

Home

WITS Version: October 2010

Announcements

Summary	Posted Date	Start Date	Actions

Schedule for: Start Date: 11/11/2010 End Date: Refresh Search Calendar Edit/Ad Schedule

Start	End	Summary	Status	Actions

User Alert Messages

Type	ClientName	Message	Date	Actions

Powered by WITS

Click **Logout** to exit SMART

Are you sure you want to logout?

Yes No