



Accessing and Managing Your Administrator Account

Revised: July 25, 2015

Logging In as User/Site Administrator



Note

Refer to the *Device Compatibility and Configuration Guide for Extended Care 1.1* for a list of browsers.

Step 1

Open a browser window and enter `https://[IP_address_extended_care_server]/provider/`

Figure 4-1 The User/Site Administrator Login Screen

Cisco Extended Care Portal
Version 1.1.0

Username:

Password:

Login

DEFAULT CONFIGURATION DOES NOT SUPPORT EXTERNAL TELEPHONE DIALING. Unless specially configured for external dialing, the Cisco Unified IP Phone provided with the Cisco Extended Care Device cannot be used to dial emergency medical services (provide an example specific to location) or for any other calls outside of the Cisco Extended Care system.

- Step 2** Log in using these values.
- Username = **siteadmin**
 - Password = (*value to be provided by your system administrator*)

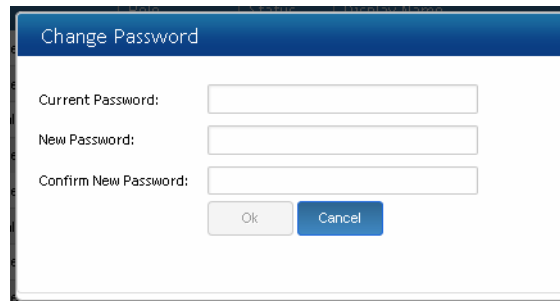
Changing Your Password

To manage your own account, you should change the password that was supplied for the user/site administrator when Extended Care was installed.

If you see a *Change Password* link at the top right of your screen (shown in [Figure 4-3](#)), your user account is authenticated by Extended Care. You can change your password with these steps.

- Step 1** Click **Change Password** at the top right of the screen.
- You see a screen such as the one in [Figure 4-2](#).

Figure 4-2 *The Change Password Dialog Box*



- Step 2** Fill in the old and new passwords in the boxes provided.
- Step 3** Click **OK**.

Locking and Unlocking the Application

You should be careful to lock the application before you leave. This prevents unauthorized access. You can unlock the application, returning to the same window, when you come back.



Warning

If you do not lock the application, and you leave it unattended for a certain length of time, the software will log you out automatically. However, while the screen is locked, automatic logout does not apply. The time duration that triggers lock-out is specified when Extended Care is configured.

Lock the Application When You Leave

To lock the application, do the following.

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- Step 1** Click **Lock** at the top right of the screen (shown on the left in [Figure 4-3](#)).
- Step 2** In the *Lock* confirmation message dialog box (shown in the center of [Figure 4-3](#)), click **Yes**. The *Unlock* window will display. It contains your *Username* and a place for your *Password*. (A portion of this screen is shown at the right in [Figure 4-3](#).)
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Unlock the Application When You Return

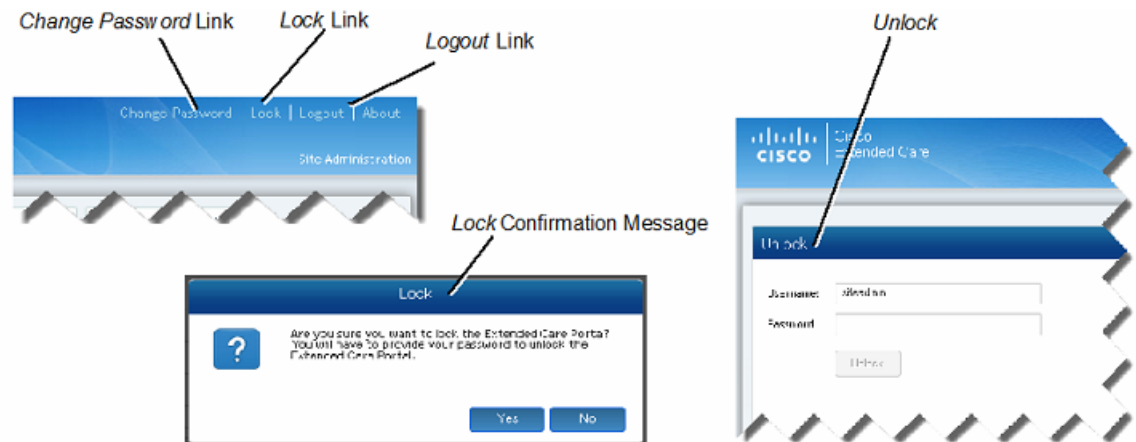
To unlock the application, type in your *Password* (your *username* will already be entered), then click **Unlock**.



Tip

Keep in mind that while you are gone another user can type over your name, and log into the application. If that happens, you will be automatically logged out.

Figure 4-3 Locking and Unlocking the Application



Logging Out of the Application

You should log out of the application:

- At the end of the day.
- If you will be gone for some time.

To log out:

Step 1 Click **Logout** at the top right of the window (shown in [Figure 4-3](#)).

You see the confirmation message shown in [Figure 4-4](#).

Step 2 Click **Yes**.

Figure 4-4 Logout Message

