

I-SMART USER ACCOUNT AND LOG ON

ISmart Production website: <https://www.ia-smart.org>

(Note: When accessing this site for the first time you might get a Security Alert. Click on Yes.)

LOG ON

1. Go to website: <https://www.ia-smart.org>
2. Click on Go.
3. “The Web page you are viewing is trying to close the window.” Click Yes.
4. Enter your User ID.
5. Enter your Password.
6. Enter your PIN.
7. At the Change Facility screen choose the appropriate Facility and click on Go.
8. You are now at the Home Page. From here you can go to the Client List to search for a client, etc.

Once you have finished your ISmart training you will be receive your User ID, Password and PIN in an email from the ISmart system (noreply@i-smart.org.)

You will need to log on to the website and change your Password and Pin. You can copy and paste your password and pin from the email that is sent to make this process go faster.

- Your password needs to be at least 6 characters and have at least one number in it.
- Your PIN needs to be at least 6 characters and can be either letters and numbers or just numbers.

The ISmart system will prompt you to change your password and PIN every 30 days.

To make accessing the site easier for you:

- Add this site to your Favorites:
 1. Have the website address entered into your browser (Internet Explorer.)
 2. Click on Favorites on the tool bar.
 3. Click on Add To Favorites.
 4. In the Name box type on “ISmart Production Site”
 5. Hit enter.
- Add this site as a shortcut on your desktop:
 1. Go to website. Do Not Log On.
 2. Right Click anywhere on the site.
 3. Click on Add Shortcut to Desktop