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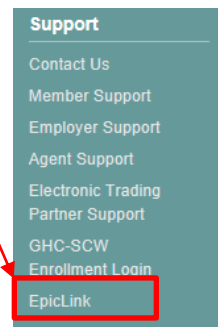
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### Log in and password

Your log in ID and password are specifically assigned to you. The first time you log in, you will need to change your password. It is your responsibility to remember your log in information, and to keep it secure in order to maintain patient confidentiality. Your password will expire every 60 days. The password you choose must be at least 8 characters long. It also must contain at least one number, one punctuation and four letters.

### Logging Into GHCEpicLink

1. Visit [www.ghcscw.com](http://www.ghcscw.com). Scroll all the way to the bottom right and select EpicLink from the Support list. To login Enter your user ID and password and click the Login Button or press enter.
2. Contact your Site Coordinator for password assistance.



### Logging Out

When you have completed your chart review(s) in GHC EpicLink, please be sure to log out of the system.

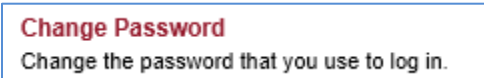


### Changing your Password

You do not need to wait until your password expires to change it. At any time, you can access the Utilities action button



And then select the Change Password hyperlink.



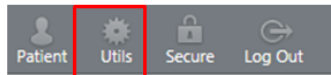
### Forgot your Password?

You can change your own password from the login screen **ONLY if you have set up your “challenge questions” ahead of time.** We strongly encourage you to set up your challenge questions.

## Login, Logout, Privacy, and Challenge Questions Guide

### To set up your Challenge Questions

After you have logged in, access the utilities action button



Select The **Challenge Questions** link

#### Challenge Questions

Set challenge questions so that if you forget your password, you can reset it by answering the questions correctly.

You will be required to re-authenticate yourself

#### Electronic Authorization

🔒 Please authenticate yourself with your password.

Electronic Authorization

User ID: GHCTEST, SITE ADMIN INS WITH RFL

Password:

✓ Accept ✗ Cancel

Next, set up your challenge questions and answers

#### Challenge Questions

##### Challenge Questions Setup

Challenge questions may be used to verify your identity in lieu of a password. Please choose 3 questions and their answers below.

Questions	Answers
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

🚫 You must answer all of the questions you have selected

✓ Accept ✗ Cancel

Now, if you forget your password, you can click **Forgot password?** at the login screen and the system will use your challenge questions and answers to allow you to set a new password.



### Maintaining Patient Confidentiality

Several features are provided to help maintain your patient's confidentiality. Choose the feature that best fits your situation:

1. Secure – The session is temporarily logged out for up to 45 minutes; log back in to return to the last screen you were viewing. Click the Secure action button.
2. Close Patient Record – Finished viewing your patient's chart? Click Close Patient Record.
3. Log out – Viewed everything you need to view? Click the Log Out action button.



### Getting Help

If you need assistance with GHCEpicLink referral entry, please contact the GHC Care Management Department at (608) 257-5294. If you need assistance with GHCEpicLink in general, contact your Site Coordinator. Should your Site Coordinator not be able to resolve the issue, they will reach out to GHC.