



Quick Reference Guide

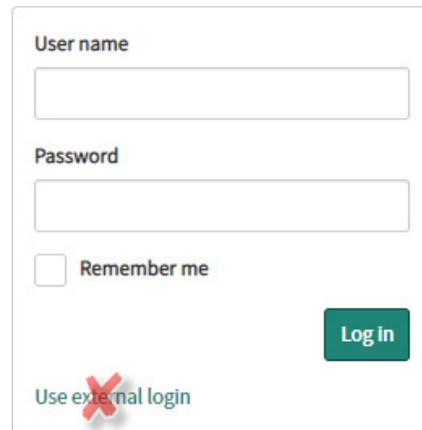
NEPT Logon

Private Medical Facility employees will be provided a username and temporary password to access the online NEPT application once a Facility Administrator creates their new user profile.

1. Enter your 'Username' and 'Password' as provided in the confirmation email received from NEPT.
Do not select the 'Use external login'.
2. Select 'Log in' button.
3. On initial login the user will be prompted to change their password and agree to the NEPT Terms and Conditions.

Password Requirements

- Minimum 8 characters
- At least 1 lowercase letter
- Maximum 40 characters
- At least 1 uppercase letter
- At least 1 digit



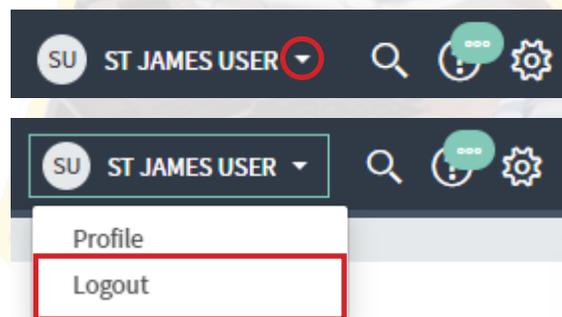
The screenshot shows a login form with the following elements:

- User name:** A text input field.
- Password:** A text input field.
- Remember me**
- Log In** button (green)
- Use external login** link with a red 'X' over it.

NEPT Logout

A user can logout of their account from the 'User menu' on the top toolbar of the NEPT application.

1. Select the down arrow beside your NEPT user name.
2. Select 'Logout'.



NEPT Password Reset

Below the Log in Acknowledge statement on the NEPT Log in page is a 'Password reset' hyperlink.

1. Click on the teal 'Password reset' hyperlink.
2. Enter your 'User name' and 'Email' address.
3. Select 'Reset password'.
4. NEPT will generate a reset temporary password email to you.

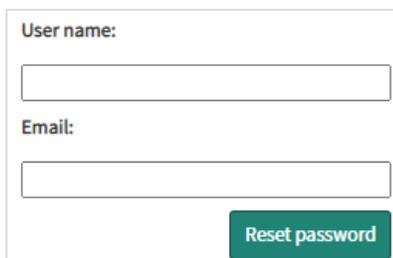
Ensure you check your Junk email box if you haven't received the email.

Log in Acknowledgement

By accessing or using the Platform, you agree to be bound by the Terms of Access and Use which can be found here [Terms of Access and Use](#).

Password Reset

To reset your password use the following link [Password reset](#)



The screenshot shows a password reset form with the following elements:

- User name:** A text input field.
- Email:** A text input field.
- Reset password** button (green)