Welcome to the New Client Sign On

Facility Administrator Log In

As a Facility Administrator, you will have the responsibility to register and create the profile for each member of your staff. After initial registration, you will have the ability to add, edit, and delete staff members from your staff directory. Your staff members will have the ability to edit their own contact information after initial registration.

To maximize the productivity of our training resources, American Data will soon offer reporting tools such as video tracking to record staff member's progress and completion of training materials. We will update Facility Administrators once these features become available.

First, log into your facility's account with the credentials provided by American Data. If you did not receive an email from cares@american-data.com with these credentials, please contact us.

The username will be the name of your facility. The password will be the ECS Serial Number for your facility. Upon initial log in, you will be prompted to change your password to something of your convenience.

Dashboard

Upon log in, you will be taken to the Dashboard. On the Dashboard you can find recent announcements, a link to the forum, and the latest materials posted in each resource section. Clicking "Dashboard" from anywhere in the site will take you back to the Dashboard screen you arrive at upon log in. In the Navigation Bar, you will see options in the menu for each resource area of the site including Updates, Videos, and Documents.

Under "Updates", you will find links to the ECS10 Conversion page, the ECS10 Software Update page and the ECS9 Software Update page.

Under "Videos", you will find links to the Training Videos page and the Upcoming Webinars page.

Under "Documents", you will find links to the Support Documents page and the Newsletters page.

Under "User", you will find links to the Your Profile page, the Staff Directory page, the Add Staff page, the Contact Us page, as well as the logout button.

Your Profile

The "Your Profile" page is where you can find and update the primary contact information for your facility. It is important to update this form in the instance of a new administrator, a change of email address or a change of phone number.

Please note: The Business Name and Username field cannot be changed.

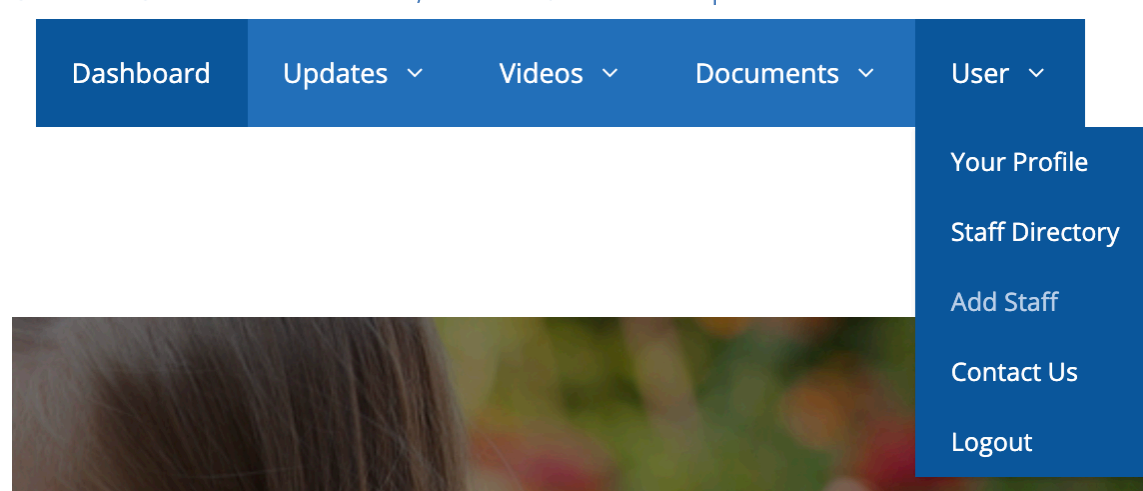If needed, you may change your password in the "New Password" field.

Do not forget to save the updated information by clicking the "Update" button at the bottom of the page.

The page will reload, and you will be informed your changes were successfully made at the top of the form.

Please fill out the form below.

Avatar

Business Name

American Data

Business Names cannot be changed.

Contact Name *

CARES Admin

Email *

cares@american-data.com

Phone *

Username

CARES Admin

Username cannot be changed.

New Password

Confirm New Password

Generate Password

Strength indicator

Hint - The password:
- Should be at least 5 characters long.
- Must trigger the Very weak level on the Strength indicator.
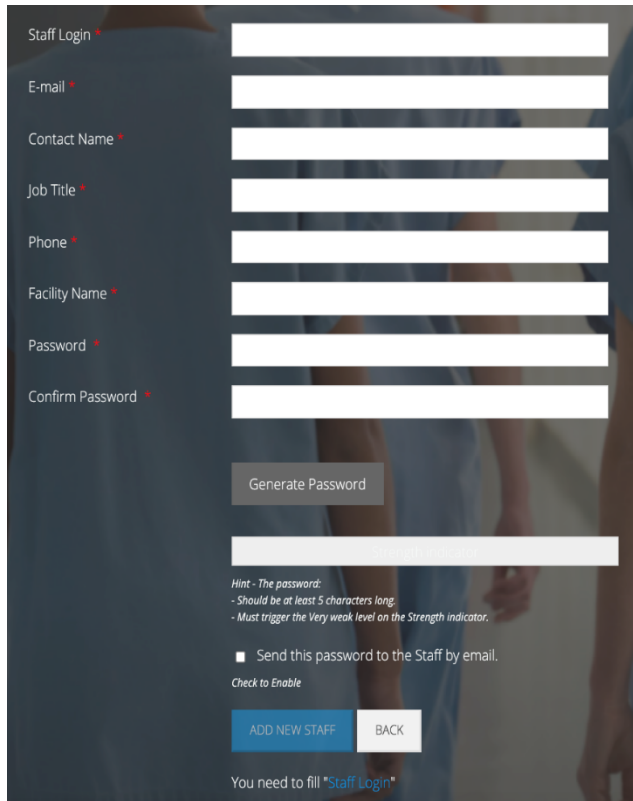
UPDATE

Adding Staff

It is important to add new staff members to keep your staff directory up to date.

Under the "User" section of the menu, click "Add Staff" in the drop down to fill out the form.

Dashboard	Updates ⌄	Videos ⌄	Documents ⌄	User ⌄

Your Profile

Staff Directory

Add Staff

Contact Us

Logout

Staff Login: enter in the desired username for the staff member. We recommend using the staff member's first and last name.

Password: enter in a temporary password for the staff member to use or click "Generate Password". This can be changed by the staff member after log in.

Be sure to **check the box** "Send this password to the Staff by email" so they will be notified their profile was created.

Once the form fields are correctly filled out, click the "**Add New Staff**" button to save the information.

You will then be redirected to the "Staff Directory" page where you can see your staff member was successfully added.

Editing Staff

In the instance a staff member is no longer with your facility, you may remove the staff member's contact information by clicking "Delete" under their name. If a staff member's contact information changes such as an email address, phone number, or job title, these fields can be updated by clicking "Edit" under the staff member's name.

Dashboard | Add Staff

Staff	Email Address	Contact Name	Job Title	Phone	Facility Name
CARES Staff Edit | Delete	info@american-data.com	CARES Staff	CARES Staff		American Data
New Staff Member Edit | Delete	NewStaff@gmail.com	New Staff	DON	000-000-0003	American Data

You will then be redirected to the "Edit Staff" page where you can update the information in each field. **Please note:** "Staff Login" and "Facility Name" cannot be changed.

If needed, you may change the password in the "Password" field. If a password is changed, be sure to click the "Send this password to the Staff by email" so the staff member will be notified.

Once you have made all the necessary changes, click the "Save Staff" button to save the information. You will then be redirected to the Staff Directory page where you can see your changes were successfully saved.