

# How to Log On

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## How to Log On to CareRight

1. Go to CareRight via your web browser (your system administrator can give you the link).
2. At the Log In screen, enter your:
  - a. User name (case insensitive).
  - b. Password (case sensitive).
3. Click **Sign In**.

CareRight - SB1

**Username**

user1

**Password**

.....

**Sign in**

CareRight - SB1

**Dashboard**

**Dashboard**

Signed in successfully.

Enter Patient name

Dashboard

Appointments

Cases

Correspondence

Events

Followups

Invoices & Claims

## Invalid user name or password

If a message displays saying "Invalid User name or password" then either:

1. Your user name has not been found in CareRight.
  - a. Check that your user name was spelt correctly and try again.
2. The password was incorrect.
  - a. Check CAPS LOCK was not on.
  - b. Check you are using the correct case.
  - c. Carefully retype your password and try again.

### Forgotten your password?

Ask your system administrator to reset it for you.

CareRight supports up to 20 attempts before an account becomes *Locked*.

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