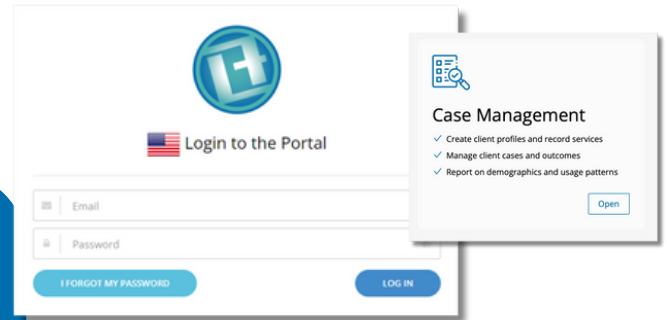


Logging in for the First Time - Intake Staff

1

To access your organization's Case Management system, enter your email and password in the login fields. Then, choose your site from the drop-down menu within your Network. Select **Open** on the Case Management tile to record the client visit.

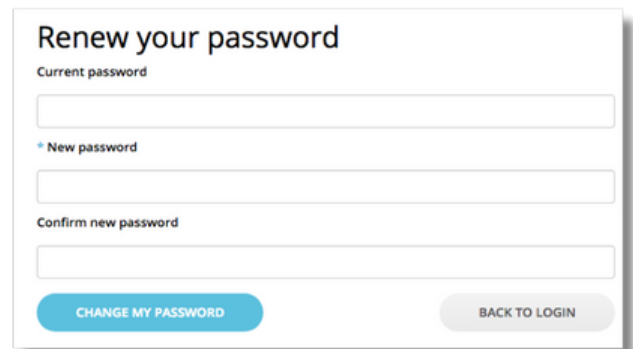


If you don't have access to more than one location, you won't have a drop-down menu available and will be directly logged into your location's site. If your location doesn't have multiple services with Link2Feed, you'll be automatically directed to Case Management.

2

You will then be asked to change your password.

- Enter that same password again in the **Current password** text box.
- Type in your new password in the **New password** text box.
- Re-type your new password in the **Confirm new password** text box.
- Click **Change password** to save your changes.



Password Policy:



- must include at least 8 characters
- must include both upper and lower case letters
- must include at least one number
- must include at least one special character

Your password will expire every six months and will need to be reset.

3

After logging in, you will be prompted to agree to a disclaimer. Check off the check box and click on the **Agree** button.



This license is personal to you, and it may not be transferred, assigned or sub-licensed. Each user in the system needs to agree to their own End User Software License Agreement. For this reason, each unique user should have their own log in credentials.



Have additional inquiries?

Ask the chat bot, just click the Link2Feed logo on the bottom right corner of the screen.

For other questions, please reach out to your manager for further assistance!