

CREATE AN APPCENTRAL ACCOUNT

Quick User Guide

Once you receive your email invitation to participate in an AppCentral process, you'll need to create an AppCentral account to continue. You will only need one account for all your processes in AppCentral.

Creating an AppCentral account

1. Click (or cut and paste) the link provided in the invitation email
2. Click the *sign up* button on the AppCentral landing page. The *Create account* screen is now displayed.

The screenshot shows the 'Create account' page with the following fields and options:

- First Name: *
- Last Name: *
- AppCentral ID: *
- Password: * (with strength indicators: Weak, Medium, Strong)
- Confirm: *
- Personal Email: *
- Credentialing Contact Email: *
- Just in case you forget your account info:
 - Question 1: * (dropdown menu: Select a challenge question)
 - Answer: *
- I have read and accept the terms of use agreement. (with a link to View terms of use agreement)
- Buttons: Cancel, Create my account

It is important that you access AppCentral using the link provided in your invitation email.

Click the link, or cut and paste it into your navigation bar.

3. Enter information into the fields provided—an entry is required for each field with an asterisk(*)
 - The *AppCentral ID* is a username that you choose to log into AppCentral.
 - Your *AppCentral ID* and *email address* entered here will be how AppCentral identifies you. *Tip* - You may want to use your email address for your AppCentral ID.
 - Your *Personal email* can be the same or different from your *Contact Email* which is used to by Medical Affairs to send your 'invitation link.' If you have two emails, any requests sent to you from Medical Affairs will be sent to both emails.
 - The *Credentialing Contact Email* should be left blank

Your AppCentral password must:

- **Be at least 10 characters long**
- **Have at least one number and one letter**
- **Have at least one special character (except the <)**

Password retrieval :
The challenge question and answer that you set up will be used to help you reset your password should you forget it in the future.

4. Click the *View terms of agreement* link to view
5. If the terms of use are acceptable, click the *I have read and accept the terms of use agreement* checkbox. You cannot create an AppCentral account without agreeing to the terms of use.
6. Click the *Create my account* button to complete the account creation process. A confirmation email will be sent to the email address associated with the account.

What is the difference between a Cactus ID and AppCentral ID?

Your CACTUS ID

The CACTUS ID is provided to you by your health authority. Once assigned, your unique CACTUS ID will not change for the duration of your employment—and it will be the same across all health authorities.

About your CACTUS ID

FIND IT	Your CACTUS ID will be sent to you by email from your health authority. This email also contains an invitation link to your online application.
RECOGNIZE IT	Your CACTUS ID is always “CP” followed by six digits. For example: CP654321
USE IT	You need your CACTUS ID to: <ul style="list-style-type: none"> • Set up an account in AppCentral • Open a process or application in AppCentral (CACTUS software) <p>The number is used as your verification—along with your date of birth.</p>
RECOVER IT	If you did not receive or cannot find an email with your CACTUS ID, contact your local Medical Administration Office.

Your AppCentral ID

The AppCentral ID is created by you. Use it—along with your password—to log in to your AppCentral account.

About your AppCentral ID

CHOOSE IT	Your AppCentral ID is a login name chosen by you when you set up your account. Your AppCentral ID must be alpha-numeric and at least 5 characters in length. Make it unique and easy to remember. A good choice is your personal email address. For example: janchang@shaw.ca
VERIFY IT	When you set up an account, CACTUS will verify that your AppCentral ID is unique.
USE IT	You need your AppCentral ID to: <ul style="list-style-type: none"> • Set up an account in AppCentral • Log in to an existing AppCentral account • Open a process or application in AppCentral (CACTUS Software)
CHANGE IT	You can change your AppCentral ID after you’ve set it up by going into <i>Account</i> – as described in the Practitioner Password Recovery Access Management section.