

## GETTING STARTED IN APPCENTRAL

### Quick user guide

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#### What is AppCentral?

AppCentral is the online system where practitioners submit their appointment and reappointment applications to all BC health authorities and Providence Health Care via the internet. It is a module of the Provincial Practitioner Credentialing and Privileging (C&P) System—also known as Cactus software.

For more information, view these short explanatory videos:

[Overview – AppCentral & the provincial privileging dictionaries](#)

[System demonstration – AppCentral & the provincial privileging dictionaries](#)

#### Who should use AppCentral?

Physicians, dentists, midwives, nurse practitioners and other regulated health care professionals will use AppCentral if they are affiliated with the following:

- Fraser Health Authority
- Interior Health Authority
- Island Health
- Northern Health Authority
- Providence Health Care
- Provincial Health Services Authority
- Vancouver Coastal Health Authority

Private health organizations and facilities do not currently use the provincial C&P system.

#### How do I know if—or when—I have to complete re/appointments?

You'll use AppCentral when it's time for you to apply or reapply for privileges at a BC health authority or affiliate. Each organization has their own timeline for appointments or reappointments. The online application process is initiated by the health authority/affiliate through an invitation email sent to you.

[Contact your local medical affairs office](#) to enquire about their schedule for reappointments, or to follow up on an invitation email that you think may have been lost or misplaced.

#### What if I work at more than one health authority?

If you work at more than one health authority, you will need to submit separate applications to each organization where you are seeking privileges.

#### Do I use the same AppCentral account for each health authority?

Yes. You should have just one AppCentral account—this account provides a single personalized portal to complete your re/appointment applications to all health authorities.

If you are appointed to multiple health authorities you will receive a separate email from each health authority or affiliate which will provide your application invitation for that organization.

### Is my technology compatible with AppCentral?

It's best to check your system for compatibility before starting your re/appointment application.

See the recommended browsers and operating systems: [AppCentral End User Technical Requirements](#)

### Will I be able to use AppCentral remotely?

Yes. Practitioners can access AppCentral remotely anytime, anywhere.

For optimal privacy and security, it is recommended that you avoid using a shared computer or public space to complete your re/appointment. Using your personal computer at home will help to ensure your private data stays that way.

### What information do I need to use AppCentral?

Aside from the technical requirements for using AppCentral, you'll need the following information at hand to set-up an account, or log in and open an existing account or process.

What do I need to....?	Set up an account	Log into an existing account	Open a process or application
<b>Your invitation link</b>	✓	✓	✓
<ul style="list-style-type: none"> <li>sent by email from your health authority</li> </ul>			
<b>Your Cactus ID</b>	✓	✓	✓
<ul style="list-style-type: none"> <li>provided in the invitation email from your health authority</li> </ul>			
<b>Your AppCentral ID</b>	✓	✓	✓
<ul style="list-style-type: none"> <li>chosen by you during account set up</li> </ul>			
<b>Your AppCentral password</b>	✓	✓	
<ul style="list-style-type: none"> <li>chosen by you during account set up</li> </ul>			
<b>Your date of birth</b>			✓

### How long will it take to complete an application in AppCentral?

The first time you use AppCentral you'll need to set up a new Cactus software account, which will take approximately 5-10 minutes.

The time it takes to complete the application itself will differ. Some variables are:

- If you have an existing profile in AppCentral from previous years—in which case some parts of your application will be prepopulated.
- The application requirements of your health authority (or affiliate). While they share a standard application form, each organization has different “additional document” requirements to complete their hiring or reappointment processes.
- The time you may take to review the privileging dictionaries relevant to your practice.