

## **GETTING STARTED WITH SPLIT**



## Login Page

Welcome to the Shared Practice Learning and Improvement Tool (SPLIT). The Login Page is the landing spot for all SPLIT users and potential users. From this page users can find announcements regarding SPLIT or Practice Innovation intiatives, contact the SPLIT team, access Support Services to submit a request or view SPLIT resources, and users with established accounts can log into SPLIT. For additional questions or assistance contact: http://bit.ly/PracticeInnovationSupport

SPLIT Login

This is where all established SPLIT users will log into SPLIT. Users will be given five failed attempts to log in until they are locked out and be required to verify they are 'human' before logging into SPLIT.

Username: Primary email address in SPLIT Password: Must be 8 or more characters, and includes an uppercase letter, lowercase letter, number, and special character (~!@#\$%^&\* -)

Forgot Password

Enter and submit your SPLIT primary email address in the forgot password to request form to have a reset password link sent to your primary email.

1) Complete & submit forgot password form 2) Email with reset password link will be sent

New Account Request

- For a potential user that does not have a SPLIT Admin at their organization, a help desk ticket can
- 3) Reset password to log into SPLIT account

- be completed to notify the SPLIT Support Team to approve and setup a new account.
- 1) Complete & submit help desk ticket form 2) Request will be sent to SPLIT Support Team 3) If approved, user account will be created

Comms Carousel

Initiative and SPLIT announcements will appear here in this location. Relevant links will appear in both the announcement and the SPLIT Carousel Links.

Use the arrow icon (>)to manually click through announcments, or carousel will automatically rotate announcements (if there are multiple).

SPLIT Carousel Links

Links to contact SPLIT Team, Practice Innovation Program Colorado, and SPLIT Support Portal. Links will be added for future resources and/or items (e.g. Future Initiative Applications).

**SPLIT Support:** Access resources and trainings Practice Innovation: Initiative resources/info. Contact Us: General non-support SPLIT inquires