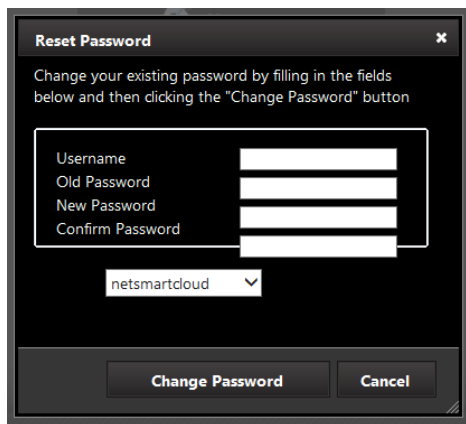


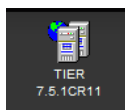
Enki Tier Cheat Sheet: Netsmart Login for New Staff (As of 5/16/2017)

Netsmart Cloud Login:

1. Go to <https://enki.netsmartcloud.com/enki>.
2. Click **"Change Password"** in the upper right corner of the webpage.
3. Put in your network username.
4. Enter the Netsmart Cloud password sent to you by email.
5. Put in your new password and then confirm your new password.
 - **Your Password must be 10 or more characters and must contain at least one of EACH of the following: Lowercase Letter, Uppercase Letter, and Number. It cannot contain your name.**
6. Click the **Change Password** button.
 - If your password reset is not successful, there will be a message at the top of the window in blue letters. You may need to scroll up to see it.



TIER Login



1. Click on the icon on the webpage.
2. When TIER starts, put in your network username and the Tier password sent to you by email. You will be prompted to change your password. Click **OK** to continue.
3. Then put in your temporary password and new password twice in both the Login password and Signature password areas. Tier does not have the same requirements as the Cloud (10 characters, uppercase, etc.). You can use the same password but are not required to. Click **Ok** to Finish.

