## **ATS Staff Portal for Medical/Other Staff:**

Logout	🜟 ATS Staff Port
MENU	
oundes	<ul> <li>Daily Information Entry</li> </ul>
Athletes	Hydration Alert Log
Injuries	COVID-19 Screening     ►
Notes	Check Out Equipment
Notes	Send Email or Text Messages
Modalities	Secure Messages
Rehabs	My User

In order for the reset process to work the user must 1st choose & answer the 3 security questions.

This is accomplished by:

- Login to the ATS Staff Portal
- Click on the "My User" choice under the "Utilities" menu
- Choose & answer the "Reset Login Info" tab...

Logout	📌 ATS S	taff Portal: R	HETT'S DEMO SCHO	DOL		
tilities + thletes + njuries +	Athletes	ingenes Daily Daily ends	Aas Apy, Wy April -Consumo Search	ML Early You have <u>1 un</u>	minion with with with a state of the state o	6
Iodalities 🔸	My User Maintenance					
imitations	General Info	Smartphone Icons	Emergency Contact	My Photo	My Signature	Reset Login Info
valuations  Iedical ervices Concussions	Question #1 Answer #1	What is your favorite movie?				
ledication	Question #2	What was the color of your first car?				
eferrals +	Answer #2					
trength and +	Question #3	To what city did you go on your honeymoon?				
cheduling + dmin +	Answer #3	T				
eports +	Save Login Re	set Info				



At any point after the security questions are established a - user account can be reset by clicking the "Reset your Login" link on the login page. After clicking the "Reset" link the user is prompted to enter their password. Enter the applicable password and click the "Send..." button. A link to the reset screen will be emailed to the user.

👬 ATS S	taff Portal:				
Login Reset	Request				
Email:	Email address *				
Database:	atsrhett				
Please contac	Please contact your school/organization ATS administrator if you do not know all the information above to request your login reset.				
Send Login	Reset Emsil Go to Login				

# Below is the email the user will receive. Click the link to start the reset process.

To reset your ATS Staff Portal login, either click the link below or copy and paste it into your browser.
https://www.atsusers.com/ATSCorePortal/LoginReset.aspx?db=atsrhett&RT=7e09fe56-bcbe-41c7-a52c-a7424f&RD=04%2f03%2f2021+8% 3a23+AM
Please do not reply to this email.
Per HIPAA (the Health Insurance Portability and Accountability Act of 1996) Regulations, this Information is to be held in strict CONFIDENCE, to be used only making participation plans for the student-athletes. Information should not be passed to any other individual or group of individuals.

To complete the reset process the user enters the applicable information on the screen shown here...and clicks the "Reset Account".

IF the information is correct the user's account is reset with the new password.

Enter your Us	er ID	- Your email address
User ID	User ID *	rhett@kefferdevelopment.com
Answer your t	hree(3) security questions	Enter & Confirm your new password
Question #1	What is your favorite movie?	New Password *
Answer #1	Answer #1 *	Confirm New Password:
Question #2	What was the color of your first car?	Contirm New Password
Answer #2	Answer #2 *	
Question #3	To what city did you go on your honeymoon?	
Answer #3	Answer #3 *	

### **ATS Staff Phone for Medical/Other Staff:**



In order for the reset process to work the user must 1st choose & answer the 3 security questions.

This is accomplished by:

- Login to the ATS Staff Phone
- Click on the "General" icon and click the "My Info" choice
- Choose & answer the "Reset Login Info" tab...



<ul> <li>General Information</li> </ul>	
<ul> <li>My Emergency Contact</li> </ul>	
✓ My Photo	
Smartphone Icons	
<ul> <li>Reset Login Info</li> </ul>	
Question #1	
What is your favorite movie?	~
Answer #1	
Blazing Saddles	
Question #2	
What was the color of your first car?	~
Answer #2	
Burgandy	
Question #3	
To what city did you go on your honeymoon?	*
Answer #3	
ARE and E-RE	

At any point after the security questions are established a user account can be reset by clicking the "Reset your Login" link on the login page. After clicking the "Reset" link the user is prompted to enter their password. Enter the applicable password and click the "Send..." button. A link to the reset screen will be emailed to the user.

of ATS Staff Portal:					
Login Rese	t Request				
Email:	Email address *				
Database:	atsrhett				
Please conta	Please contact your school/organization ATS administrator if you do not know all the information above to request your login reset.				
Send Login	Reset Email Go to Login				

#### Below is the email the user will receive. Click the link to start the reset process.

To reset your ATS Staff Portal login, either click the link below or copy and paste it into your browser.

https://www.atsusers.com/ATSCorePortal/LoginReset.aspx?db=atsrhett&RT=7e09fe56-bcbe-41c7-a52c-a7424f&RD=04%2f03%2f2021+8% 3a23+AM

Please do not reply to this email.

Per HIPAA (the Health Insurance Portability and Accountability Act of 1996) Regulations, this Information is to be held in strict CONFIDENCE, to be used only making participation plans for the student-athletes. Information should not be passed to any other individual or group of individuals.

To complete the reset process the user enters the applicable information on the screen shown here...and clicks the "Reset Account".

IF the information is correct the user's account is reset with the new password.

Login Reset	
Enter your User ID	
User ID	_
User ID *	
Your email address	
dale@cenicolls.com	
Answer your three(3) security ques	tions –
Question #1	
In what year was your father born?	
Answer #1	
Answer #1 *	
Question #2	
In what year was your mother born?	
Answer #2	
Answer #2 *	
Question #3	
What is your youngest sibling's birthe month and year? (e.g., January 1900	tay ))
Answer #3	
Answer #3 *	
Enter & Confirm your new passwor	d —
New Password:	
New Password *	
Password must have:	
At least 8 characters	
At least 1 lowercase letter	
At least 1 uppercase letter	
At least 1 number	
At least 1 special character	
Confirm New Password:	
Confirm New Password *	

#### **ATS Desktop for Medical/Other Staff:**

In order for the reset process to work the user must 1st choose & answer the 3 security questions. This is accomplished by:



- Login to the ATS Desktop
- Click on the "Admin" menu; then "Users" and "My User" choice
- On the user screen choose & answer the "Reset Login Info" tab...

3 User	
Information	Security
Name: (First) ast)	Email/Opt Secure Msg Notes MSC Forms Docs/Bill Certs/Ins Reimb
	PRN Staff D Email/Opt Smartphone Icons (Top 12 & Order) Toolbar Options
liser ID	Email Setup (MS Outlook or specify SMTP email info)
Reset	Login:
Supervisor:	Password: ****** 🔯 🌆 Test Email Settings
Email Addr:	Note: ATS is not compatible with any 2-factor email system.
Text Addr:	S g Working Directory
Title:	C:\ProgramData\Keffer Development Services\ATS
Jcense #:	Appointments
	Auto-accept appointment requests from athletes?
	Default min per appt: Open Appoint Purpose:
hone/Location Email Signature Home Address	Reset Logn Info         Time Zone           0         ▲         0 = Eastern Time         0
Question #1:	V On Login
Answer #1:	Show new injuries entered notice during login Menu Dock:
	Show expiring insurance notice on login
Question #2:	Show expiring physical notice on login
Answer #2:	Hide open windows task bar
Question #3:	Change Remove
Answer #3:	Actions

At any point after the security questions are established a user account can be reset by clicking the "Reset Account" link on the login page.



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To complete the reset process the user enters the applicable information on the screen shown here...and clicks the "Reset Account".

👶 Reset User Account	– 🗆 ×
Enter your User ID & Email Address         User ID:       Email Addr:	
Answer your three(3) security questions         Question #1:         Answer #1:         Question #2:         Answer #2:         Question #3:         Answer #3:	Enter & Confirm your new password         New Password must have:         - At least 8 characters       - At least 1 lowercase letter         - At least 1 number       - At least 1 uppercase letter         - At least 1 special character       Enter New Password:         Confirm New Password:
Note: If needed, please contact your school/organization ATS Administratorfor help.	Reset Account Cancel

IF the information is correct the user's account is reset with the new password.