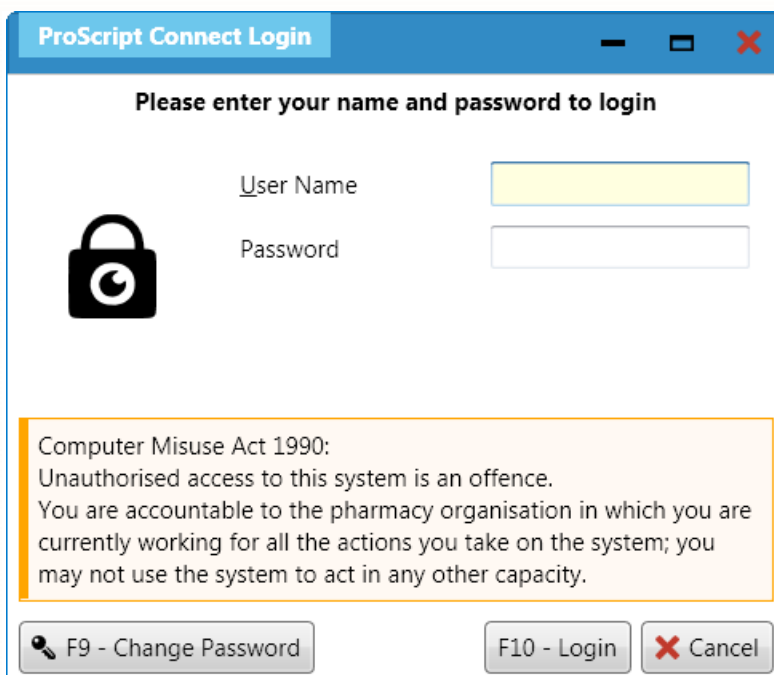


# Logging in/out

## Logging in to ProScript Connect

1. From the ProScript Connect Login, enter your User Name and Password.



**ProScript Connect Login**

Please enter your name and password to login

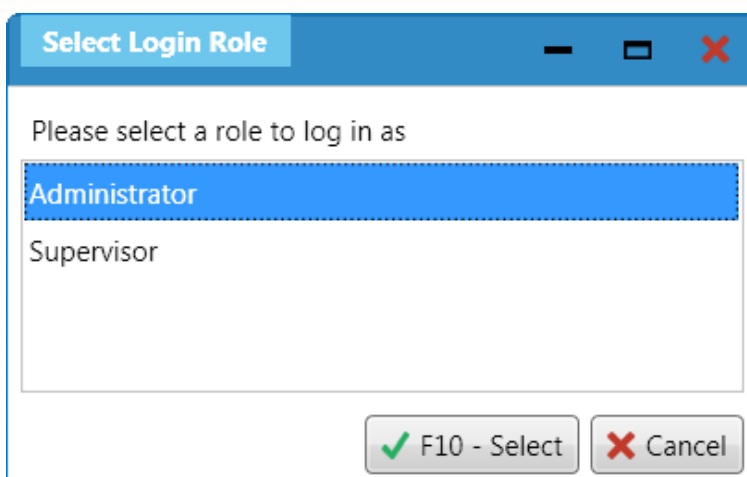
User Name

Password

Computer Misuse Act 1990:  
Unauthorised access to this system is an offence.  
You are accountable to the pharmacy organisation in which you are currently working for all the actions you take on the system; you may not use the system to act in any other capacity.

F9 - Change Password    F10 - Login    Cancel

2. Press **[F10 - Login]**.
3. If the user has been assigned two or more available role profiles to choose from, the Select Login Role window displays.



**Select Login Role**

Please select a role to log in as

Administrator

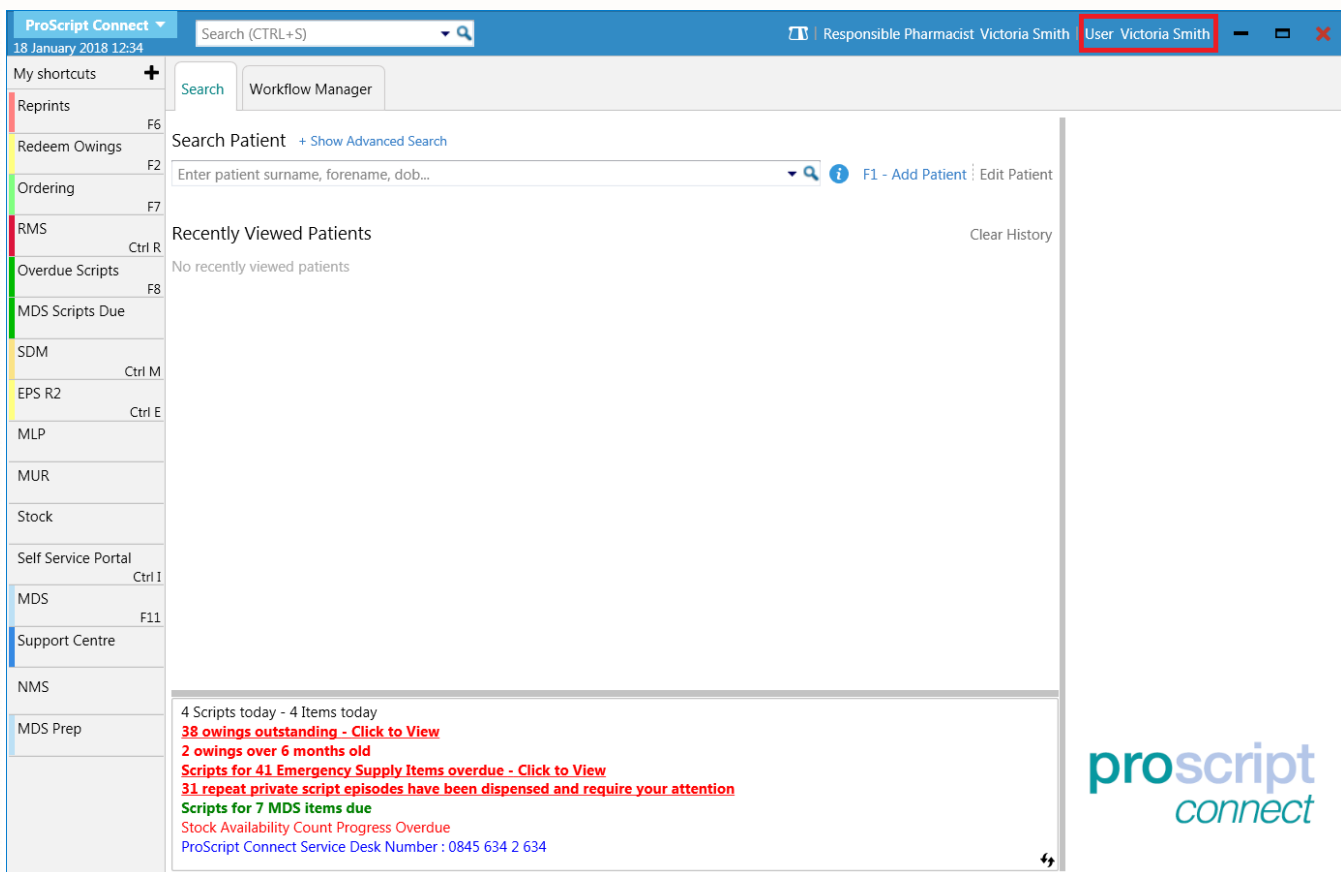
Supervisor

F10 - Select    Cancel

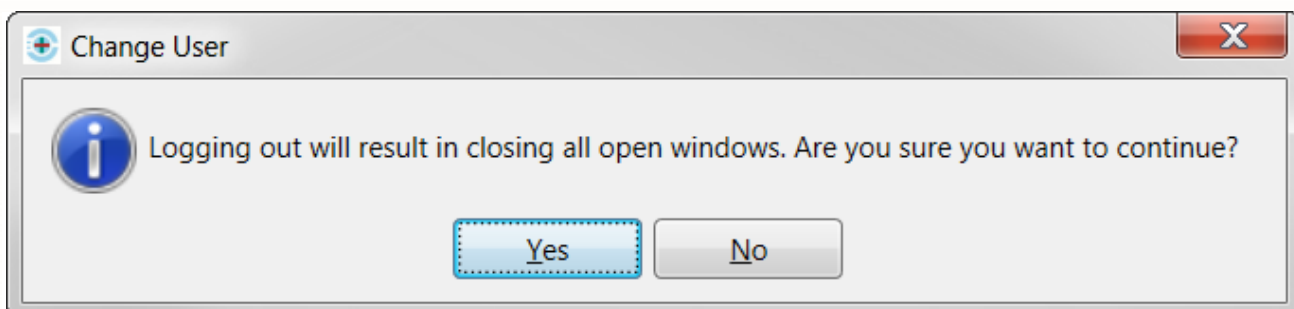
4. Select a role to log in as and press **[F10 – Select]**.
5. If a responsible pharmacist is not yet signed in, the Attendance Register Manager pop-up window displays.

## Logging out from ProScript Connect

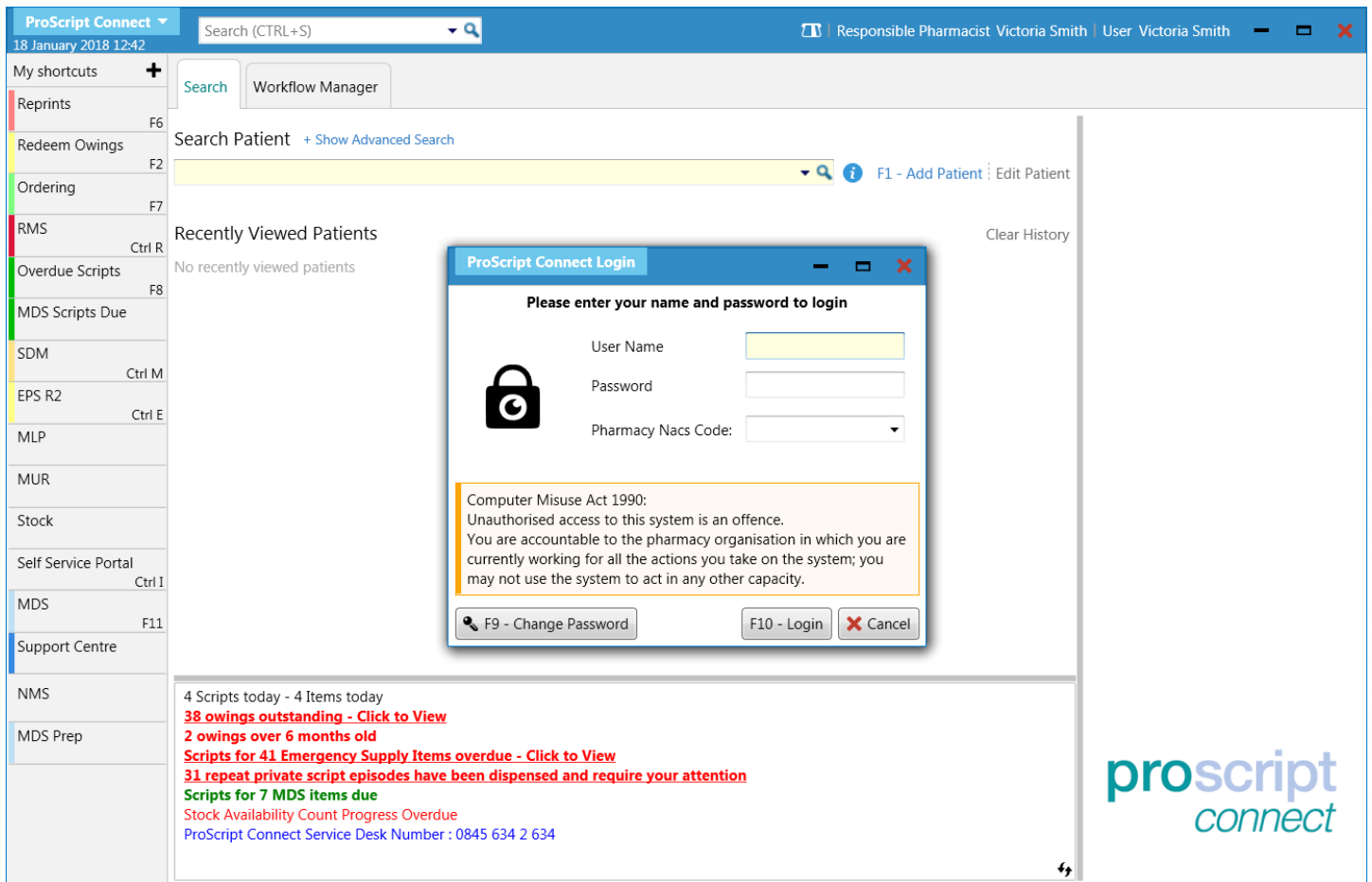
1. From the top right-hand corner of the ProScript Connect Main Screen, click your user name.



2. A pop-up window displays, advising that logging out will close all open windows, and asking whether you want to continue. Click **[Yes]**.



3. A blank ProScript Connect Login window displays, enabling you to log in again, either as yourself or an alternative user.



4. From there, you can either:
  - o Enter an alternative *User Name* and *Password* to login as a different user and press [**F10 - Login**]
  - o Enter a *User Name* and press [**F9 - Change Password**] to change the user *Password*
  - o Click [**Cancel**] to close the ProScript Connect Login window and ProScript Connect

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	27/06/2023		Joanne Hibbert-Gorst

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### Contact us

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