CARES Implementation Portal Job Aid

# Purpose

The purpose of this Job Aid is to show you how to:

* Navigate to CARES Implementation Portal
* Register to Access CARES Implementation Portal
* Access CARES Implementation Resources

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|  | **Background:**  The CARES Implementation Portal is used to provide resources to the County, Probation, and Regional Training Academy users. The Implementation Portal provides Tools and Templates, Frequently Asked Questions (FAQs), latest updates and many resources. The resources provided pertain to CARES Implementation Management, Organizational Change Management (OCM) and Training. |

# Portal Navigation

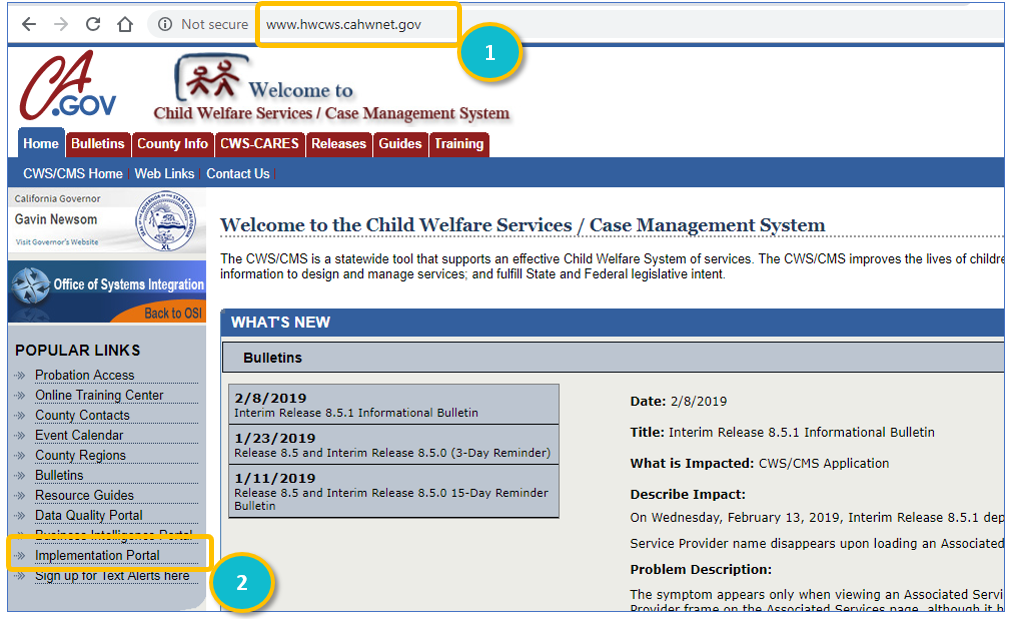
There are various access points to CARES Implementation Portal. You may access the portal from the main [**CWS/CMS website**](http://www.hwcws.cahwnet.gov), www.hwcws.cahwnet.gov,or from [**CARES Implementation Portal**](https://cwscms.osi.ca.gov), https://cwscms.osi.ca.gov.

# CARES Implementation Portal Navigation

To get started, navigate to CARES Implementation Portal using one of the methods described below.

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| Navigate to CARES Implementation Portal using http://hwcws.cahwnet.gov: |

| **Step** | **Action** | **Result** |
| --- | --- | --- |
| **1.** | Navigate to [CWS/CMS website](http://hwcws.cahwnet.gov) http://hwcws.cahwnet.gov | **CWS/CMS** website main page displays. |
| **2.** | Click **Implementation Portal** on the left navigation pane | **Welcome to CARES Implementation Portal** pagedisplays. |
| **3.** | Click on **Login** | **CWS User Login page** displays. |



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| Navigate to CARES Implementation Portal using https://cwscms.osi.ca.gov: |

| **Step** | **Action** | **Result** |
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| **1.** | Navigate to [CARES Implementation Portal](https://cwscms.osi.ca.gov), https://cwscms.osi.ca.gov | **Welcome to CWS-CMS** portaldisplays. |
| **2.** | Hover mouse over **CWS-CARES** | **CARES Implementation** link displays. |
| **3.** | Click **CARES Implementation Portal** | **CARES Implementation Portal** pagedisplays. |
| **4.** | Click **Login** | **CWS User Login page** displays |



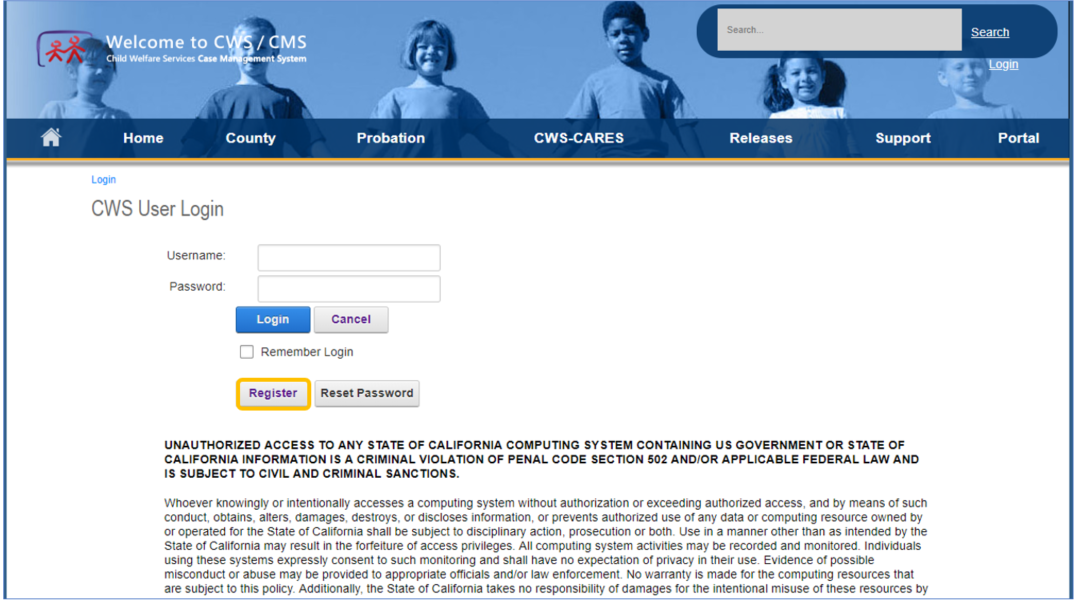
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| Accessing Implementation Resources: |

| **Step** | **Action** | **Result** |
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| **1.** | From the CARES **Implementation Portal** page click **Login** | **Login** page displays. |
| **2.** | Enter **Username,** **Password, and** click **Login** | **Welcome to The CARES Implementation Portal** page displays. |

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|  | **Note:**  Registration is required to access all CARES Implementation resources. If you forgot your password, click on the reset password button on the Registration page. Please send an [e-mail to the Implementation Training Team](mailto:osicwdstraining@osi.ca.gov), osicwdstraining@osi.ca.gov, if you need assistance. |

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| Register to Access CWS-CARES Implementation Resources: |

| **Step** | **Action** | **Result** |
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| **1.** | Navigate to the [CWS/CMS web page](https://cwscms.osi.ca.gov), https://cwscms.osi.ca.gov | **Welcome to CWS/CMS** page displays. |
| **2.** | Click on the **Login** button | **CWS User Login page** displays. |
| **3.** | Click the **Register** button | **Account Registration** pagedisplays. |
| **4.** | Complete all seven required fields marked by an **asterisk** and click **Register** | **Registration** email is sent to user. |



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|  | **Note:**  CWS-CARES Training website credentials are not the same credentials you use to access the CWS/CMS application. |

# Navigating the Implementation Portal

The Implementation Portal landing page contains information about latest updates with quick access links. Document folders and sub-folders are accessed on the right. Use the breadcrumbs navigation to return to the Implementation Portal main page.



# CARES Implementation Support

If you need help with any of the information in this document, please contact your assigned Implementation Lead or [email Implementation](mailto:cwdsimplementation@osi.ca.gov), cwdsimplementation@osi.ca.gov

Is This Job Aid Helpful?  
If you have questions or suggestions regarding this job aid please [e-mail CWDS Training](mailto:osicwdstraining@osi.ca.gov), osicwdstraining@osi.ca.gov.