

# PAS Introduction - Accessing PAS

## For first time.

To log into CORE firstly ensure your Caps Lock key is on (CORE will only accept uppercase characters) and then follow the guide below:

Double click on the CORE icon



Please choose which system to log in to, select I H C S from the options available. Note- you will not need to press return.

1. I H C S(Integrated HealthCare Solutions)
2. CHILD HEALTH

Enter your user-name and press the return or enter key.

Enter the password you have been given. Note: nothing will be displayed as you enter the password.

When you press return or enter you will be prompted to create a new password. This must be between 6 and 8 characters (a mixture of letters and numbers is acceptable). You will only have approximately 7 seconds to enter the new password, therefore before pressing return or enter ensure you have a password in mind.

Press the return or enter key.

## System prompt to change password.

Login as normal.

The system will prompt you to change your password every 90 days.

Enter your new password and press the return or enter key. Remember, nothing will be displayed as you enter the password.

Re-enter your new password to verify it and press the return or enter key. Remember, nothing will be displayed as you enter the password.

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Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=45>