

# Logging into Phase II Training Environments

## Overview

This document provides a step-by-step process for how to log in to the CBMS Phase II Training Environments. CBMS Phase II in Salesforce will only work in Chrome, not in IE or Firefox.

## Process for Logging into Phase II Training Environments

- 1) Open a **Google Chrome** browser.
- 2) Enter the **URL** in the search bar.
  - **Phase II Training Environment (DAT04)** - <https://cees--dat04.my.salesforce.com/>

This environment is used specifically for the VILT sessions. If you were assigned practice cases for the VILT sessions, this is the environment where they can be used. You will not be able to see those assigned cases in any other environment.

*Note: You must click the 'PingFederate-DAT04' button first before entering the login username and password.*

- **User Practice Area (UPA)** – <https://cees--upa.my.salesforce.com/>

This environment is used as a practice area. A user can enter cases in this environment to practice data entry. County Security Administrators can allow access to this environment. MA sites will not have access to the UPA environment until they have completed the assessments.

- 3) Log in using your current CBMS Username and Password.

Users are encouraged to bookmark the URLs for each environment. Follow the below process for how to bookmark.

## Process to Bookmark the URL

- 1) Open a **Google Chrome** browser
- 2) From the three dots in the top right corner, select **Bookmarks**
- 3) Click on **Bookmark Manager** (or Ctrl+Shift+O)
- 4) From the three dots on the blue bar, select **Add new bookmark**
- 5) Type the **Name** of the Bookmark as you want it to show (CBMS UPA, CBMS TRN, etc.)
- 6) Type the hyperlink in the **URL** field
- 7) Click **Save**
- 8) Repeat these steps for each URL you want to bookmark.

The current CBMS TRN, and Production will continue to be accessed through the CDHS Portal icons until go live which is June 9, 2019.

*Do you have any questions or suggestions regarding this process? Please contact the SDC via email [SOC\\_StaffDevelopment@state.co.us](mailto:SOC_StaffDevelopment@state.co.us)*

