

# Committee Manager: Account Activation and Password Change

## What is Committee Manager?

[Committee Manager](#) is a module that facilitates the review of documents by electronically organizing and displaying providers' credentialing and privileging data to the responsible Medical Leader(s). Medical Leaders are able to access providers' documents, review the information and add their comments and recommendations.

## Access to Committee Manager

**You can only access Committee Manager while on a health authority network or by remote access or a virtual private network (VPN).** If you plan to access Committee Manager remotely (e.g. from home) and your computer has not been set up for remote access, we strongly encourage requesting this as soon as possible. You can [request remote access through the Service Desk Self-Serve Portal](#).

For questions and support, please contact Service Desk: [servicedesk@phsa.ca](mailto: servicedesk@phsa.ca) | 604-675-4299 | 1-888-675-4299

## Logging into Committee Manager

### For existing users:

Link to Committee Manager: <https://committee.bcmqi.ca/Prod/CommitteeManager/Account>

Once you have logged into your computer remotely, or are on the PHSA network, you can access Committee Manager through your default web browser using the user ID and password that you set up when you created your account. Your user ID is likely either your email address or your Cactus ID. **Your Cactus ID is provided in your instructional email.**

### For new users:

You must use Internet Explorer (version 9 or higher) to register for Committee Manager. However, once you are registered, you can return to Google Chrome. To register for Committee Manager:

- Go to Committee Manager: <https://committee.bcmqi.ca/Prod/CommitteeManager/Account>
- On the log in screen click **First Time Here** to create an account
- You will be asked for your email address and to create a password. You are encouraged to use your PHSA email (e.g. @cw.bc.ca; @bccancer.ca). Also, please note the password requirements:
  - Minimum length of 8 characters, including:
    - At least one base digit (0 through 9)
    - At least one English character (a-z, does not need a capital letter)

## Committee Manager: Account Activation and Password Change

- At least one non-alphanumeric character (e.g., !, \$, #, %, @ special characters exclude spacing)
- User name is not contained in the password
- You will be asked for your Cactus ID and Date of Birth so that you can be matched in Cactus. **Your Cactus ID is provided in your instructional email.**
- Once you have created your account, you will subsequently log in using your email address as the user ID and the password that you set up.

As noted above, we will notify you when your Reappointment applications are ready for review and include detailed instructions.

If you have any issues accessing or logging into Committee Manager, please contact us at [reappointment@phsa.ca](mailto:reappointment@phsa.ca)

### Password Change

The BCMQI has created a [Committee Manager Account Access Issues: Password resets and challenge questions Quick User Guide](#) (2017) that walks the Medical Leaders through how to re-set their password. It would be a good idea to re-send this as a link or an attachment with all of the Leaders' materials at the beginning of the Committee Manager review and approval process.

### Preferred Browser details:

1. Navigate to [Committee Manager](#) using your internet browser. The preferred and tested browser for Committee Manager is Google Chrome. Most other browsers should also work e.g. Internet Explorer 11, or the latest versions of Firefox, Safari or Microsoft Edge.
2. Click on "**Forgot Password**" (highlighted in the image below).

[First Time Here](#)

Email or User ID

Password

[Forgot Password](#)

3. Enter the email address that you have used previously to log on.

## Committee Manager: Account Activation and Password Change

### Reset Your Password:

Please enter the email address you use to log on:

**Email Address:**

Reset Password