

Care Manager Real Account: Email Template

Subject: AIMS Caseload Tracker – Account Information

Hi [Care Manager Name],

Here is your REAL (not training) account for the AIMS Caseload Tracker:

Link: [include link to your login portal] (bookmark this page)

Account Type: [Care Manager, Psychiatric Consultant, Site Manager, etc.]

Username: [username]

Temporary Password: [password]

Use this account to enroll and track your patients in the AIMS Caseload Tracker. You will be prompted to change your temporary password the first time you log in.

Your training account with the username ending in “TRAINING” will also continue to work should you wish to use it for demonstration or practice.

User guides and other support materials can be found on the Training Resources page:

<https://aims.uw.edu/aims-caseload-tracker-resources>

Please let me know if you have any questions,

Account Admin Name

Last updated 3/15/2024