Subject: Catalyst is Ready!

Hello,

I am happy to inform you that you have been set up as a user on cFive Catalyst.  We have scheduled a CATALYST QUICK START MEETING that will cover how to use Catalyst and provide you with a forum to ask any questions.  ***\*\*\*Please Note: prior to the training session there are a couple of things that you will need to do (those items are outlined in “Getting Set Up in Catalyst.”)***

**Best Practices Training Model**: cFive has found the most effective way for case managers to familiarize themselves with how Catalyst works is for each officer to Enroll themselves up as a “Client” within Catalyst. This provides users the ability to see how the system works from the case manager and client perspectives.

***Getting Set Up In Catalyst***

**Step 1**: Login on your desktop device and make sure you can access the Catalyst system. (*Note:*  You will not have any clients set up in the system at this time.)

**Step 2:**   Watch all Videos and review both Quick Start Guides.

**Step 3:** Enroll yourself as client in the Officer Portal, by following the instructions in the video and Quick Start Guide.

**Step 4**: Using your smartphone, please click on the appropriate link from text sent to you by Catalyst (IOS or Android) and download the latest version of Catalyst (“**Catalyst 2.0**” NOT “cFive Catalyst2.0”) onto your mobile phone.

**Step 5:** Login to the mobile app with the login sent in the welcome text and enroll yourself. You will be enrolling yourself as a client so you can see how the Catalyst App works from a client’s perspective.

**Step 6:** Go back to the Officer Portal and complete the enrollment by following the instructions in the video and Quick Start Guide.

**Step 7**: Send yourself a message from the Officer Portal and login to the Catalyst App (on your smartphone) and respond.

**Here are your Catalyst login details:**

Link:  <https://catalyst2.cfive.com/>

User Name:  your email address

Password:  \_\_\_\_\_\_\_\_\_\_\_

**Here are your Catalyst Training Resources:**

**Please go to the this Resource Page to find the Catalyst Training Resources:**

[**https://www.cfive.com/covid-19-support-program-resources/**](https://www.cfive.com/covid-19-support-program-resources/)

* **Catalyst Quick Start Guide 1**: This provides information on Officer Portal Login, Dashboard, Mobile App Login, and Client Enrollment.
* **Catalyst Quick Start Guide 2**: This provides information on the Client Profile screen and Messaging components.
* **Catalyst Quick Start Video 1**: How to Configure your Dashboard and Enroll Clients
* **Catalyst Quick Start Video 2**: Review of Client Profile Screen and how to Send and Receive Messages

You should have already received a meeting invite for the CATALYST QUICK START MEETING. Please let me know if you did not receive the invite or if you have any issues logging into Catalyst.

We’re excited to get you up and running on Catalyst!