## First Time Log-on to COPIA

- You must first obtain your USERNAME and TEMPORARY PASSWORD from your facility COPIA Administrator
- Navigate to the Copia Web Page
- Enter your user ID (user ID's are NOT case-sensitive)
- Enter your temporary password (passwords are ALWAYS case sensitive)
- Click 'Sign In'



• Enter and confirm a unique password. Passwords expire at 3 months. You will be prompted at each logon 2 weeks prior to password expiration to repeat this procedure.

