



## Logging into Catalyst

This help guide provides step-by-step instructions on how to log into Catalyst, reset your password, and navigate within Catalyst.

### Overview of Catalyst

- Catalyst is a web-based software and does not require installation. Catalyst can be accessed wherever internet service is available.

**Note:** For more information about Catalyst, please visit [shpr.com](http://shpr.com). Select  and then select . Here you can read about Catalyst or watch the “Catalyst Overview” video. This video is also found in the Catalyst Help Section which you can access by clicking  located in the top right corner of any page in Catalyst.

### Accessing Catalyst

- Open a web browser on your computer. Mozilla Firefox, Google Chrome, and Internet Explorer are all compatible with Catalyst.

- Type [www.catalystserver.com](http://www.catalystserver.com) into the web address bar at the top of your screen and press “Enter” on your keyboard. You are directed to Catalyst.

**Note:** The “News” section is on the left side of the “Login” page. This section provides important updates about Catalyst.

- Enter your username and password. Click  to log into Catalyst as shown in *Figure 1*. Your administrator will provide you with your username and password.

Figure 1

Username

Password

Login

### Resetting Your Password

- After logging into Catalyst for the first time, please reset your password by following the instructions below.
- Click on your name in the right corner of the blue bar at the top of the page. The blue bar at the top of the page is referred to as the header and is on every page in Catalyst.
- Click on “Change Password” as shown in *Figure 2* below.

Figure 2

Admin Account

Sign out

Change password

Edit profile

Preferences

- Enter a new personal password.
- Enter your new personal password a 2<sup>nd</sup> time to confirm it.
- Click  to reset your password as shown in *Figure 3* below.

Figure 3

**Change your password**  
We recommend using a strong password with upper and lower case letters, numbers, and special characters.

New Password

Repeat Password





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## Basic Navigation

- You can navigate through Catalyst using icons, the Home Menu, breadcrumbs, and Navigation Trees.

## Icons

- The header contains icons that allow you to navigate through Catalyst.
- The following three icons are found in the right corner of every page and will direct you to the pages listed in the Key below.

Key

	<b>Home:</b> Directs you back to the "Welcome to Catalyst" page.
	<b>Notifications Page:</b> Directs you to the "Personal Notifications" page.
	<b>Help:</b> Directs you to the Help Section.

- There are additional icons depending on which part of Catalyst you are working in.

## Home Menu

- In addition to the icons in the right corner of the header, you can use the Home Menu to navigate through Catalyst. While the icons direct you to a certain page in Catalyst, the Home Menu directs you to components of Catalyst.
- To navigate to a component, open the Home Menu by clicking in the left corner of the header and select the desired component as shown in *Figure 4*.



## Breadcrumbs

- You can navigate within any component by using the breadcrumb located at the top of the page under the header. The breadcrumb shows you exactly where you are in Catalyst as shown in *Figure 5*.



- To return to a previous page, click on the name of the page in the breadcrumb. **Note: The breadcrumb for the Database Module components is not interactive. You can only use the breadcrumbs in the Planning & Evaluation Module and Management Module components to navigate.**

- In the Planning & Evaluation Module components, you can also select which entity to work in by clicking in the breadcrumb.

## Navigation Trees

- In addition to the breadcrumb, the Planning & Evaluation Module components have a Navigation Tree on the left of the page for navigation.
- As shown in *Figure 6*, select "Plan" or "Logic Model."
- Select your entity from the Navigation Tree as shown in *Figure 6*.
- To expand an item, click next to the item in the Navigation Tree.
- Select the item from the Navigation Tree, as shown in *Figure 7*, to view the details of an item.

