

California Patient Representative Information System 2023

Logging out of CAPRIS for New and Existing Users

Developed by:	Office of the Long-Term Care Patient Representative
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This document is intended to provide step-by-step instruction on the log out process for the California Patient Representative Information System (CAPRIS). Although the system will automatically log you out after approximately 15 minutes of inactivity, it is important that users ensure successful logout after using CAPRIS to ensure the security of confidential resident information.

2.4 Logging out of CAPRIS

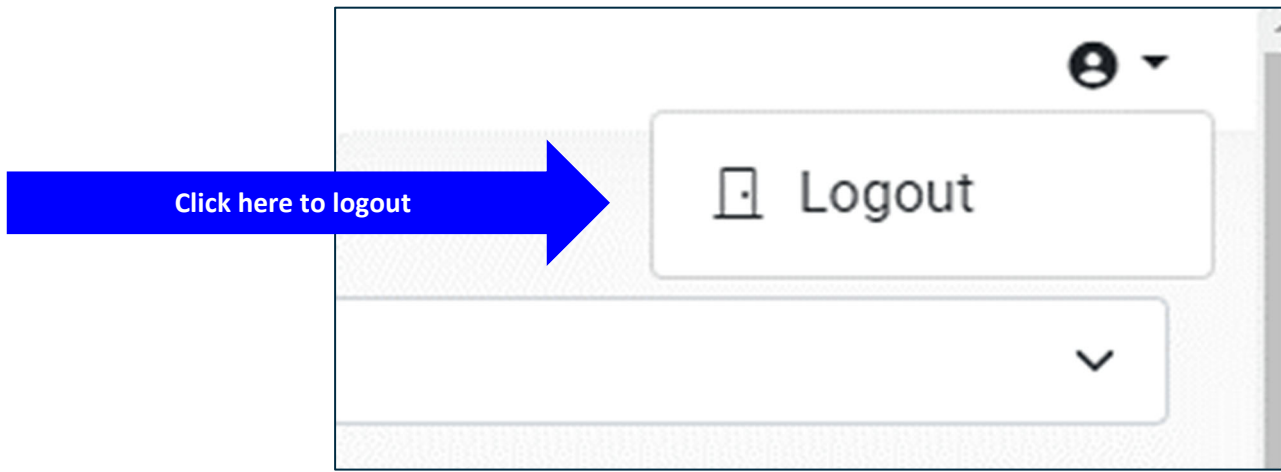
Process Steps for Logging out of CAPRIS

1. To log out of CAPRIS, click the icon in the far-right corner of the screen.



Note: This icon  can be accessed from any screen within CAPRIS

2. Then click, **“Logout”**.



Troubleshooting Logout for CAPRIS users

For assistance troubleshooting the CAPRIS logout process, please contact the Office of the Long-Term Care Patient Representative at (916) 800-5084 or via email at: OPR@aging.ca.gov

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