

Initial Log Into Optima

Optima is our system of record for ALL case data. You will enter case information on a regular basis. You will also record all of your Continuing Education (CE) hours.

Follow the instructions to establish your login information:

- ❑ Open an Internet browser and access <https://il-mchenry.evintosolutions.com/>. This link is also accessible on the McHenry County CASA website www.casamchenrycounty.org (Advocate Resources menu, Optima Resources option, Optima Login button).



Please enter your user name and password.

User name	First.Last
Password	*****
	Forgot password?
<input type="button" value="Log On"/>	

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- ❑ Note: you may want to bookmark this page in your browser for easier future access.
- ❑ Enter your **User Name** as your first name and last name, separated by a period (.) [First.Last] Your user name is *not* case sensitive.
- ❑ Enter your **Password** as the default “123456”.
- ❑ Click the **Log On** button.

You are immediately prompted to change your password.

- ❑ Change your password, following the prompts in the box. Once you have selected a new password, click the **Change Password** button.
Note: if you forget your password, your Advocate Manager is able to reset it.
- ❑ You are prompted to re-login with your new password. Click **OK** and log into Optima with your new password (same User Name).

CHANGE PASSWORD

Use the form below to change your password.

Account Information

Current password	<input type="password"/>	<input type="button" value=""/>
New password	<input type="password"/>	<input type="button" value=""/>
Confirm new password	<input type="password"/>	<input type="button" value=""/>

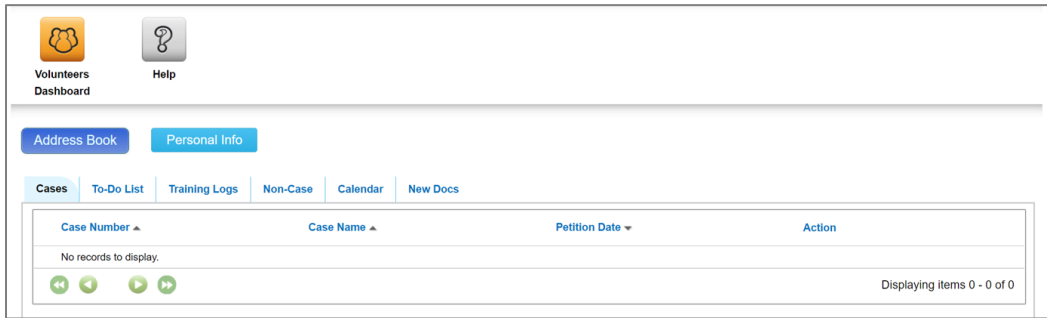
New password must contain:

- One lowercase character
- One uppercase character
- One number or special character (!@#%&*~.?)
- Eight characters minimum
- Password cannot contain the words Optima, CASA or Child

Password successfully changed!

Please login with your New password.

Optima displays your **Volunteer Dashboard**. This information pertains to only you.



Click the **Personal Info** button to update your address, phone numbers, emails, emergency contact information, and employment information.

The tabs indicate the primary areas you will access:

- **Cases:** After you are assigned a case, it will be listed here. You will receive details about entering case information once you are assigned a case.
- **To-Do List:** This is rarely used.
- **Training Logs:** Location for entering all your continuing education.
- **Non-Case:** This is rarely used.
- **Calendar:** Lists upcoming report due-dates and court hearings for your case.
- **New Docs:** Any newly uploaded documents for your case, e.g., court orders, will appear in this list. "New" is within the last 14 days.