Cinapsis

Getting started with Cinapsis

Click the button below to start your step-by-step guide to get you and your team onboarded with Cinapsis.

Alternatively, if you have already started onboarding, just click on the step you need to complete.

Click here to get started

Cinapsis

Getting started with Cinapsis

If you have already started onboarding, just click on the step you need to complete.

Next step →

Register your interest

Please click on the link below to register your interest.

Register your interest →
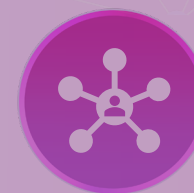
Wait for confirmation

Register your user account

Complete your admin training

Onboard users to your practice

Cinapsis

Getting started with Cinapsis

If you have already started onboarding, just click on the step you need to complete.

← Previous step

Next step →

Register your interest

Wait for confirmation

Cinapsis will contact you within 5 days regarding any outstanding information required to proceed.

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Getting started with Cinapsis

If you have already started onboarding, just click on the step you need to complete.

← **Previous step**   **Next step** →

Register your interest

Wait for confirmation

Register your user account

A welcome email to register for Cinapsis will be sent to you. Please ensure to check your junk mail. Select the pink 'Complete my registration' link within the email and follow the steps.

Your username will always be the email address that you provided.

Complete your admin training

Onboard users to your practice

Top tip

Save the link to Cinapsis as a favourite/bookmark on your browser. This will make it easy to login and to access the Optometrists administration homepage in order to add users.

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Getting started with Cinapsis

If you have already started onboarding, just click on the step you need to complete.

⟵ Previous step   Next step ⟶

Register your interest

Wait for confirmation

Register your user account

Complete your admin training

Once you've logged into Cinapsis, you will need to complete administrator training.

Complete your training ⟶

Onboard users to your practice

Top tip

Please ensure you've completed registration as you'll need to be logged in to access our help guides.

Cinapsis

Getting started with Cinapsis

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← **Previous step**

**Register your interest**

Wait for confirmation

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1. Add your users

    How to add users →

2. Users will receive a welcome email automatically once added. Please ensure they follow the registration instructions on the email to activate their account.

    How to complete registration →

3. Users should then complete the relevant training, based on their role:

    Optometrists →   **Secretaries →**

    Practice Administrators →

Top tip

Please ensure you've completed registration as you'll need to be logged in to access our help guides.

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interest

Please click on the
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Register your interest →

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Need help?

Please contact us on support@cinapsis.org

Contact us →

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Need help?

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Need help?

You can access our knowledge base which holds a library of useful resources by visiting our Help section:

1. Visit app.cinapsis.org from your browser
2. Click the menu on the top right corner of the page
3. Select 'Help'
4. This will launch our 'Help' section

or please contact us on support@cinapsis.org

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How to complete registration $\rightarrow$

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