

# User Registration

## Step One: Launch Performance Manager

1. Open an Internet Explorer Window
2. In the URL address line, enter <https://pfm.healthcaresource.com/performance/glacierhills>
3. Click **Go**



In Internet Explorer, it is recommended that you add this URL to your Favorites;

1. Click Favorites
2. Click Add to Favorites
3. Enter a Name
4. Click the **Ok** button

HealthcareSource   
Performance Manager™

**Login**

Username:

Password:

[Register](#) | [Forgot Username](#) | [Forgot Password](#)

## Step Two: Register

HealthcareSource   
Performance Manager™

**Identity Verification (Step 1 of 4)**

\*First Name (proper)

\*Last Name

\*Employee ID

\* indicates required field

1. Click the **Register** link
2. Enter your **First Name**
3. Enter your **Last Name**
4. Enter your **Employee Id**
5. Click the **Next** button

6. Note the **Username** on the next screen. This is the Username you will use each time you log into Performance Manager.



**Username (Step 2 of 4)**

\*Username

Username Rules:

- Usernames are case insensitive.
- Username should be a minimum of 8 characters and a maximum of 23 characters in length.

\* indicates required field

7. In the **Password Field**, Enter your desired password (Password must match the criteria set by your organization)



**Password (Step 3 of 4)**

\*New Password

\*Re-type New Password

Password Rules :

- Passwords should not contain your Username, First Name, Last Name or Employee ID.
- Passwords should not be the same as any of the last three passwords used.
- Passwords should be a minimum of 6 characters and a maximum of 15 characters in length.
- Passwords should contain one of the following special characters: !@#\$\$%^&\*()\_+~={}[ \\\;:.,?
- Passwords should contain a number

\* indicates required field

8. In the **Re-enter Password** field enter the same exact password entered above
9. Click the **Next** button

**New Security Questions (Step 4 of 4)**

Please select questions from the dropdown list.

\*Question 1: What is the make of your first car?

\*Question 2: Name a memorable city.

\*Question 3: Name a memorable historical character.

\* indicates required field [Next](#)

10. In the **Question** Field, click the down arrow for a selection of Security Questions
11. Enter the corresponding answer in the **Answer** field
12. Click the **Next** button
13. Click the **Complete Registration** button

**Registration**

Your registration is almost complete.  
Your Performance Manager login information is below:

Username: Katherine459  
Password: \*\*\*\*\*

You will be redirected to the Login page upon completion of your registration.

[Login](#)

**You have now completed the Performance Manager User Registration process –  
Congratulations!**