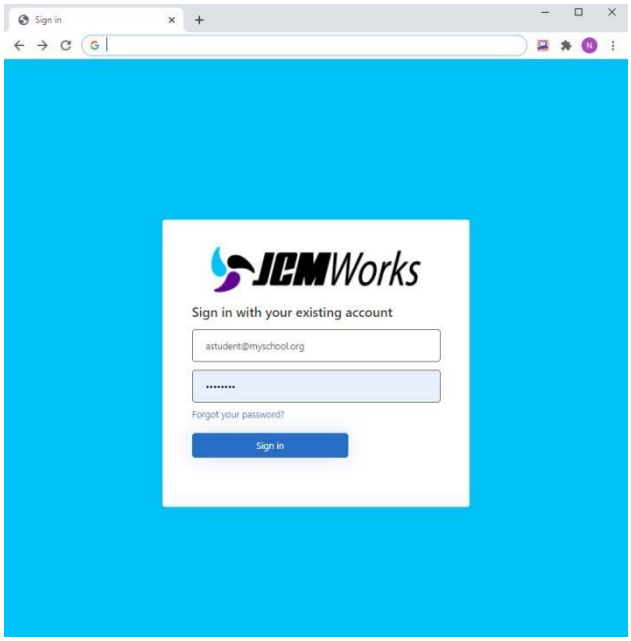
Accessing ***JCMWorks***



Note: First time users are required to setup their accounts before they can access the system. If you are a first time user, follow the instructions on page 3.

Open a web browser on your phone or computer and enter the following URL:

https://workflow.jcmworks.com

Enter your email address and ***JCMWorks*** password and click the “Sign in” button.

After signing into ***JCMWorks*** you will have access to two main user sections:

Registration card displays your user ID and will be used to check-in your sample.

Next scheduled test displays the date, time, and location for your next sample check-in.

First time user instructions

If you are a new ***JCMWorks*** user you will need to setup your account. Follow these steps to setup your new account.

Open a web browser on your phone or computer and enter the following URL:

https://workflow.jcmworks.com

1. Click the "Forgot your password" link on the ***JCMWorks*** sign in page.

2. On the email verification page, enter your email address and click the "Send verification code" button.

3. ***JCMWorks*** will send a verification code to your email account. Once you receive the email, type the code into the verification code field and click "Verify code".

Note: You will only have a few minute to verify the code. If the code has expired you will be required to send a new code to the email address by clicking the "Send new code" button.

4. After successfully verifying your code, you will be presented with an email verification notice. Click the "Continue" button to enter your new password.

5. Enter your new password and confirm the password by typing it a second time into the confirm password box.

6. Click the “Continue” button to save your new password and sign in to ***JCMWorks***.