

1. Login to the DDS Gateway

DDS Login

Email Address :

Password :



[Forgot your password?](#)

DDS Legacy Applications

If you are using the following applications DO NOT LOGIN ABOVE. Instead, please use the links below.

- [Quality System Review \(QSR\)](#)
- [Abuse/Neglect Registry](#)

2. Select Provider Administrator

My Status

Password Expires On : Sunday, March 10, 2019
[Change my password](#)

Region : CO
Provider Pin : Not assigned

Current Environment: Production

My Applications

Individual Plan (Page-6)
[Read Only Manager](#) ✓

IP6 Payments
[Provider Administrator](#) ✓
[Provider Reporting](#)

eCamris
[General User](#) ✓

Level Of Need
[Read Only Manager](#) ✓

Case-Note
[Read Only Manager](#) ✓

WebResDay
[Application Administrator](#)
[Central Office Administrator](#) ✓
[FI Reporting](#)
[General Supervisor](#)
[General User](#)
[Provider Administrator](#)
[Provider Reporting](#)
[Regional Administrator](#)
[Report Viewer](#)
[Report Viewer Limited](#)
[Resource Manager](#)

Global Security
[Central Office Administrator](#) ✓
[Provider Administrator](#)

Other Applications
[Quality System Review \(QSR\)](#)
[Abuse/Neglect Registry](#)



3. Click Find a User

Shortcuts

- Announcements
 - [Manage Announcements](#)
- Users
 - [Add a New User](#)
 - [Find a User](#)
- Users Documentation
 - [Provider Admin Manual](#)



4. Search by either First Name, Last Name or Email Address

User Search

Find Users By

Last Name	<input type="text"/>	First Name	<input type="text"/>	<input type="button" value="Search"/>
Email Address	<input type="text"/>	<input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Both		
Region	<input type="text" value="Central Office"/>	PIN	<input type="text" value="0"/>	

5. Click on the person name that needs the new role

User Search 

Find Users By

Last Name	<input type="text"/>	First Name	<input type="text"/>	<input type="button" value="Search"/>
Email Address	<input type="text" value="nicholasjer"/>	<input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Both		
Region	<input type="text" value="Central Office"/>	PIN	<input type="text" value="0"/>	

Active	Name	Email	Region	PIN
 	<u>Jerard, Nicholas</u>	nicholasjerard@gmail.com	CO	0



6. Click the "Manage App/Role assignments"

Editing user Nicholas Jerard

Email Address :

Prefix :

First Name :

Middle Initial :

Last Name :

Suffix :

Title :

Address Line 1 :

Address Line 2 :

City :

State :

Zipcode :

Phone Number :

Extension :

Provider PIN :

Region :

Agency Group :

Password Expires :

Is Active :

Deactivation Date :

Deactivation Reason :

AD User Logon :

The following items are managed by the system and are read only

User Must Change Password On Next Login : Yes

Are Max Login Attempts Exceeded : No - 0 attempts

Password Expires On : 03/11/2019

Last Login Date : 01/01/0001

Apps/Roles Assigned

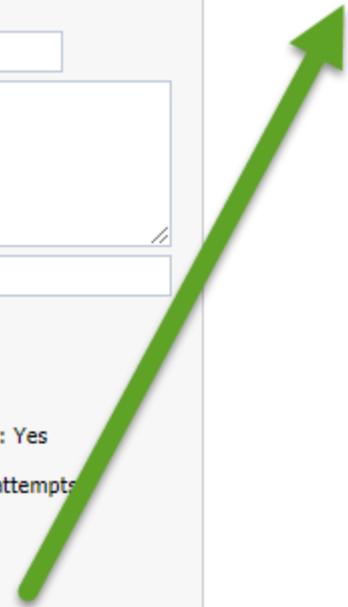
IP6 Payments

Provider Reporting(1)

WebResDay

FI Reporting(A)

[Manage App/Role assignments](#)



Save

Cancel

Reset Password

7-1. Chose the application to grant a role for

7-2. Click the box next to the role

7-3. Make the role active

7-4. Make it the default role if it is the first role you are assigning in that application

7-5. Save your changes

Assign Nicholas Jerard to roles

The screenshot shows a web interface for assigning roles to a user. The interface includes a dropdown menu for selecting an application, a list of roles with checkboxes for selection, radio buttons for 'Is Default Role', and checkboxes for 'Is Active'. A 'Save' button is located at the bottom of the form. Five green callouts with numbers 1 through 5 are overlaid on the interface, pointing to the following elements:

- 1: Points to the application dropdown menu, which is currently set to 'IP6 Payments'.
- 2: Points to the checkbox next to the 'Provider Reporting' role.
- 3: Points to the 'Is Active' checkbox for the 'Provider Reporting' role.
- 4: Points to the 'Is Default Role' radio button for the 'Provider Reporting' role.
- 5: Points to the 'Save' button.