

1. Login to the DDS Gateway




State of Connecticut
Department of Developmental Services

DDS

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 Add a New User

Global Security [DDS Home](#) [Main Menu](#) [Users](#) Nicholas Jerard (Provider Administrator) [Logout](#)

Shortcuts

[Announcements](#)
[Manage Announcements](#)

[Users](#)
[Add a New User](#) 
[Find a User](#)

[Users Documentation](#)
[Provider Admin Manual](#)

4. Enter the Email, First Name and Last Name of the user (All other fields are optional)

Global Security DDS Home Main Menu User Search Nicholas Jerard (Provider Administrator) Logout

Adding a new user

Email Address :	<input type="text" value="nicholasjerard@gmail.com"/>	Region :	<input type="text" value="Central Office"/>
Prefix :	<input type="text"/>	Agency Group :	<input type="text" value="Department of Developmen"/>
First Name :	<input type="text" value="Nicholas"/>	Password Expires :	<input checked="" type="checkbox"/>
Middle Initial :	<input type="text"/>	Is Active :	<input checked="" type="checkbox"/>
Last Name :	<input type="text" value="Jerard"/>	Deactivation Date :	<input type="text"/>
Suffix :	<input type="text"/>	Deactivation Reason :	<input type="text"/>
Title :	<input type="text"/>	AD User Logon :	<input type="text"/>
Address Line 1 :	<input type="text"/>	The following items are managed by the system and are read only	
Address Line 2 :	<input type="text"/>	User Must Change Password On Next Login : Yes	
City :	<input type="text"/>	Are Max Login Attempts Exceeded : No - 0 attempts.	
State :	<input type="text"/>	Password Expires On : Not Set By System Yet	
Zipcode :	<input type="text"/>		
Phone Number :	<input type="text"/>		
Extension :	<input type="text"/>		
Provider PIN :	<input type="text" value="0"/>		

5. Click Save, then the Apps/Roles Assigned box will appear on the top right of the screen. Click Manage App/Role assignments.

Global Security DDS Home Main Menu User Search Nicholas Jerard (Provider Administrator) Logout

Editing user Nicholas Jerard

<p>Email Address : <input type="text" value="nicholasjerard@gmail.com"/></p> <p>Prefix : <input type="text"/></p> <p>First Name : <input type="text" value="Nicholas"/></p> <p>Middle Initial : <input type="text"/></p> <p>Last Name : <input type="text" value="Jerard"/></p> <p>Suffix : <input type="text"/></p> <p>Title : <input type="text"/></p> <p>Address Line 1 : <input type="text"/></p> <p>Address Line 2 : <input type="text"/></p> <p>City : <input type="text"/></p> <p>State : <input type="text"/></p> <p>Zipcode : <input type="text"/></p> <p>Phone Number : <input type="text"/></p> <p>Extension : <input type="text"/></p> <p>Provider PIN : <input type="text" value="0"/></p> <p><input type="button" value="Reset Password"/></p>	<p>Region : <input type="text" value="Central Office"/></p> <p>Agency Group : <input type="text" value="Department of Developmen"/></p> <p>Password Expires : <input checked="" type="checkbox"/></p> <p>Is Active : <input checked="" type="checkbox"/></p> <p>Deactivation Date : <input type="text"/></p> <p>Deactivation Reason : <input type="text"/></p> <p>AD User Logon : <input type="text"/></p> <p>The following items are managed by the system and are read only</p> <p>User Must Change Password On Next Login : Yes</p> <p>Are Max Login Attempts Exceeded : No - 0 attempts.</p> <p>Password Expires On : 03/11/2019</p> <p>Last Login Date : 01/01/0001</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>
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Apps/Roles Assigned
No roles assigned
[Manage App/Role assignments](#)

The user Nicholas Jerard was saved successfully.

- 6-1. Chose the application to grant a role for
- 6-2. Click the box next to the role
- 6-3. Make the role active
- 6-4. Make it the default role if it is the first role you are assigning in that application
- 6-5. Save your changes

Assign Nicholas Jerard to roles

The screenshot shows a web interface for assigning roles to a user. A central white box contains the following elements:

- A dropdown menu labeled "In this application..." with "IP6 Payments" selected. A green arrow labeled "1" points to this dropdown.
- A section titled "...assign Nicholas Jerard to the following roles:" containing three roles:
 - "Provider Administrator" with an unchecked checkbox.
 - "Provider Reporting" with a checked checkbox. A green arrow labeled "2" points to this checkbox.
 - "Is Default Role" with an unselected radio button. A green arrow labeled "4" points to this radio button.
 - "Is Active" with a checked checkbox. A green arrow labeled "3" points to this checkbox.
- A "Save" button at the bottom. A green arrow labeled "5" points to this button.

Five numbered callouts (1-5) in white boxes with green borders are connected to the interface elements by green arrows. Callout 4 is positioned to the right of the interface.

7. At this point, you have setup the user. The user will receive an email that will allow them to create a password.