

## NIATx application administration Procedures.

When entering new users you will need a user ID, password, CMHP number, Provider number and the NIATx role the user will have in the NIATx system.

The User-ID format is

<u>Position</u>	<u>Char</u>	<u>data</u>
1	H	Required to use Internet Gate way.
2-4	NTX	NIATx designator.
5,6	CMHP	CMHP number of users.
7	1-9, a-z	designation for individual ID's.

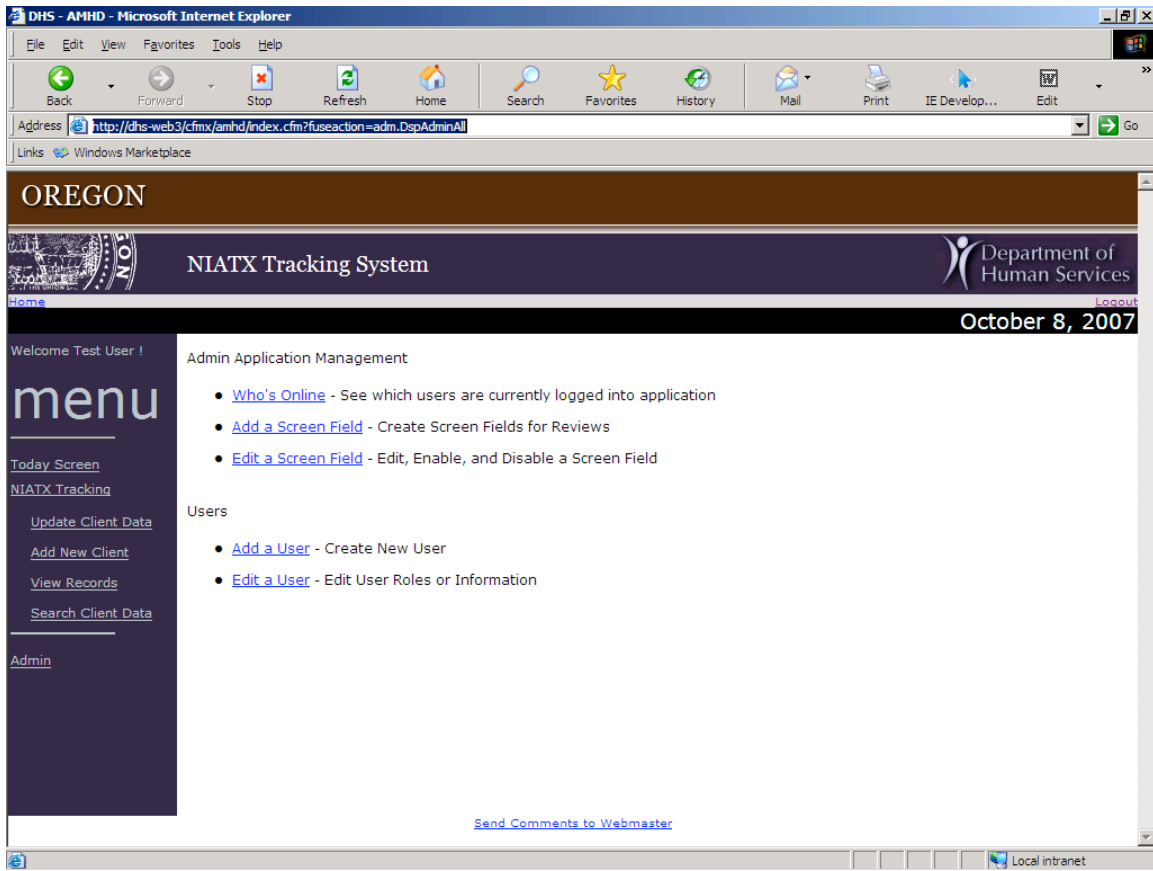
Suggested Password guidelines are:

- Select a STRONG password
  - At least 8 characters (up to 10); combination of numbers and letters (at least 2 of each)
  - Don't use previous password
  - Don't use words or names etc
  - Don't use anything that is identifiable to you (initials, birthdate, address etc)
- Don't share password with others
- Don't write password down
- Don't put password in macro's (record keys)
- Don't leave password on voice mail
- Don't use CELL phone to request password (use land-line)
- Don't send password in email

The CMHP number is the number assigned to the provider.

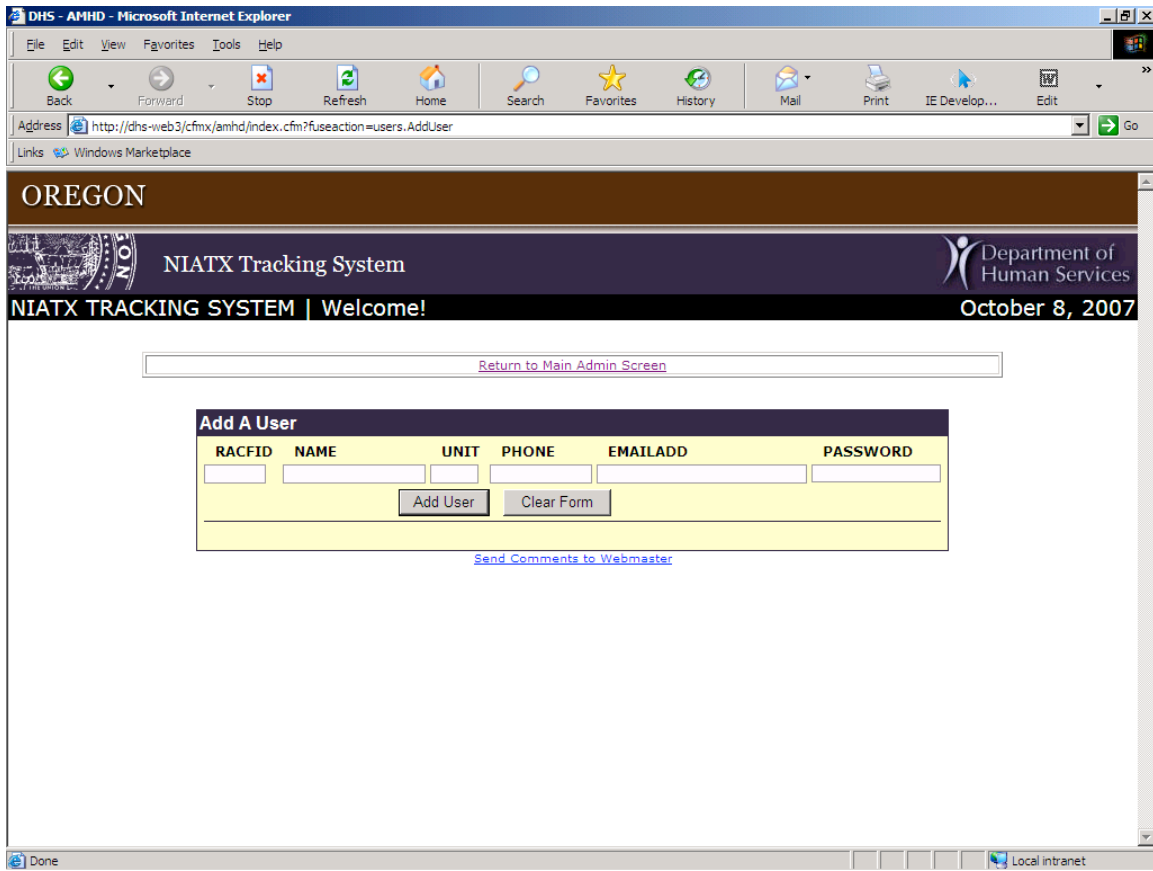
If the user enters data for multiple Provider ID's their Provider ID is zero.

The person administering the NIATx application must be a super user in the NIATx database. When they login to the NIATx application an additional menu (Admin) appears in the left hand side menu of the screen. Click on the Admin menu to display the "Admin Application management" screen.

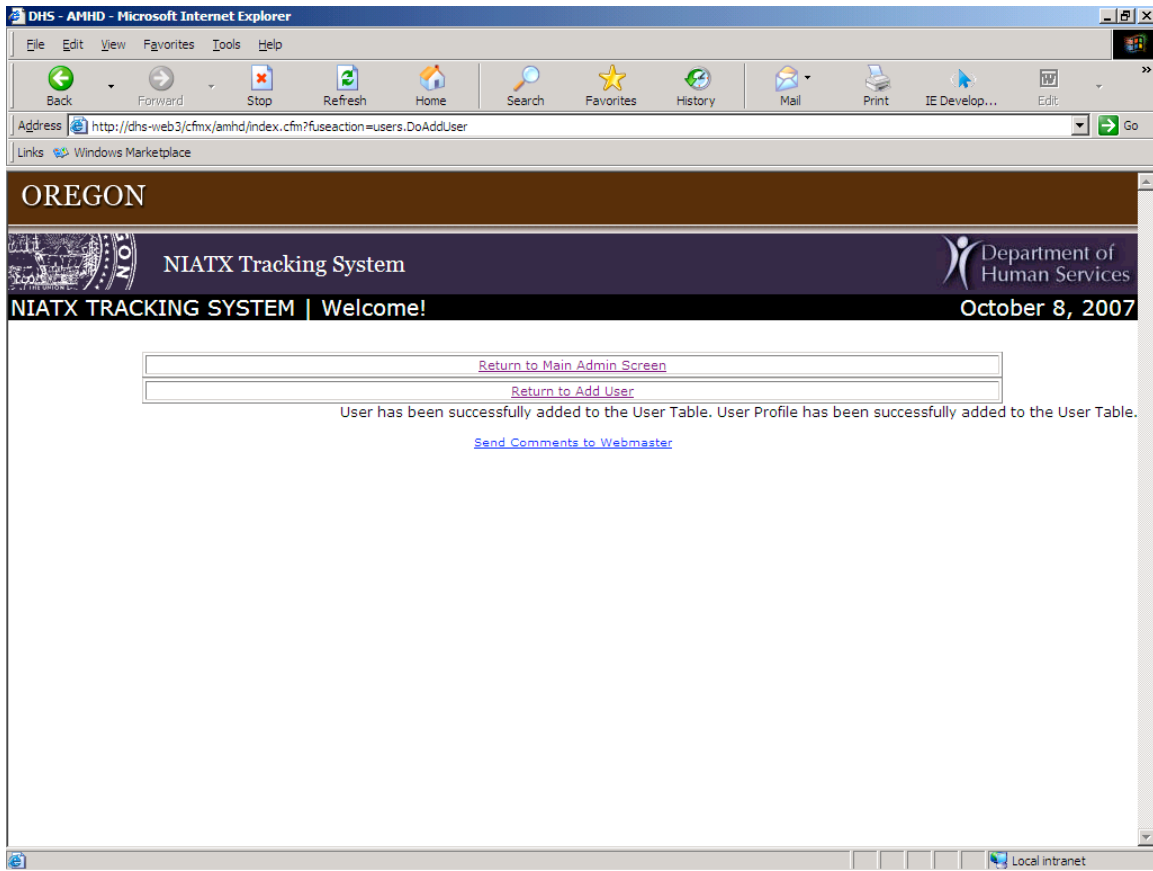


The only menus on this screen, required to add users to the NIATx system, are the “Add a User” and the “Edit a User” menus.

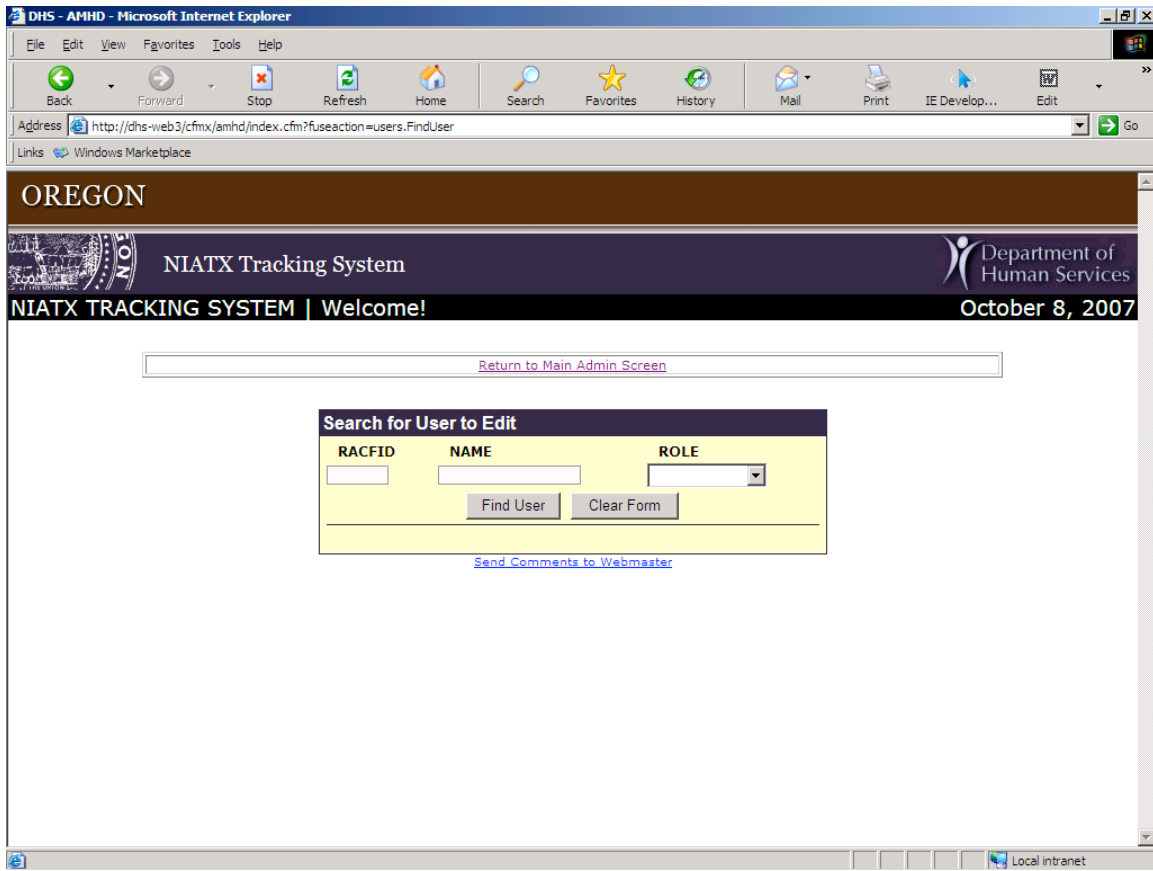
When you want to add a new user to the system click the Add a User menu selection this will take you to the Add a User screen.



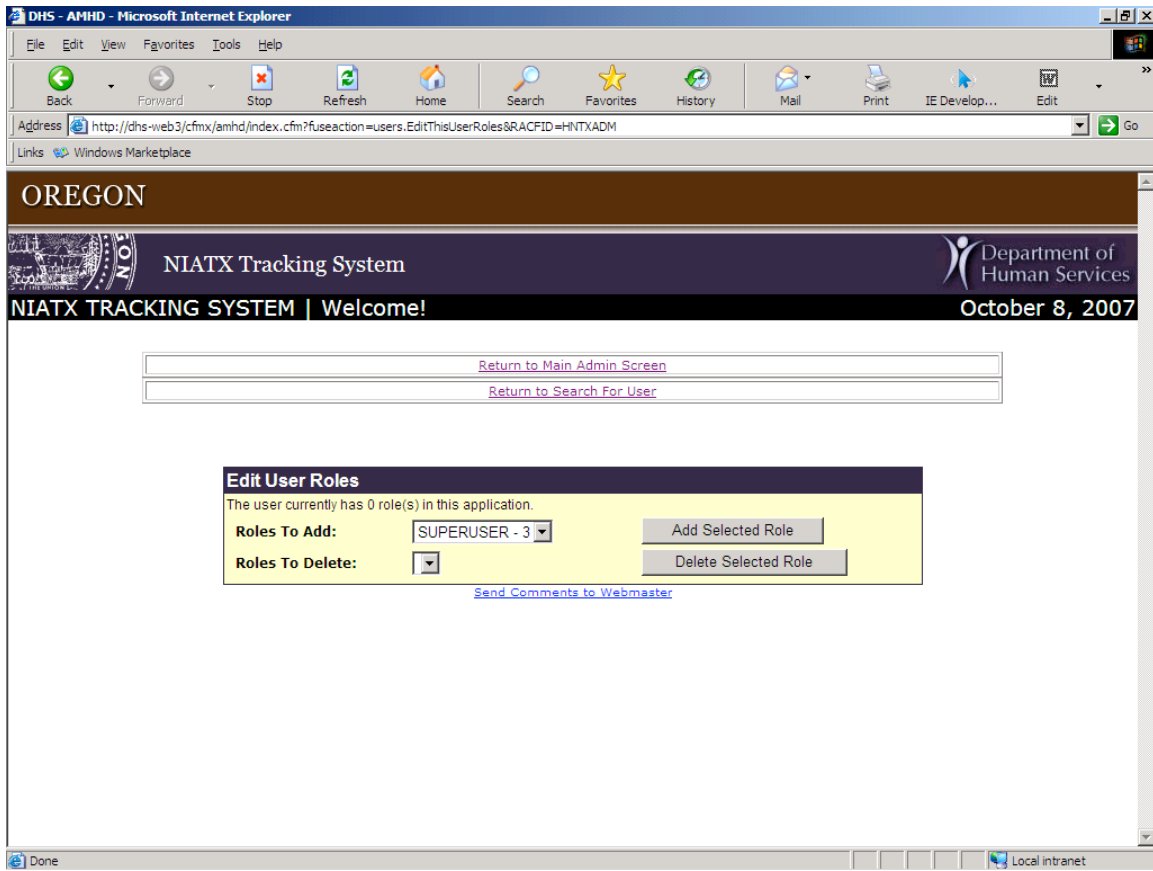
Enter the data requested; enter the User ID in the RACFID box. The required fields are the RACFID (USER\_ID), name and password, any required information not entered, will display in red after the Administrator clicks the Add User button. When all the data is entered successfully you will be taken to the screen below.



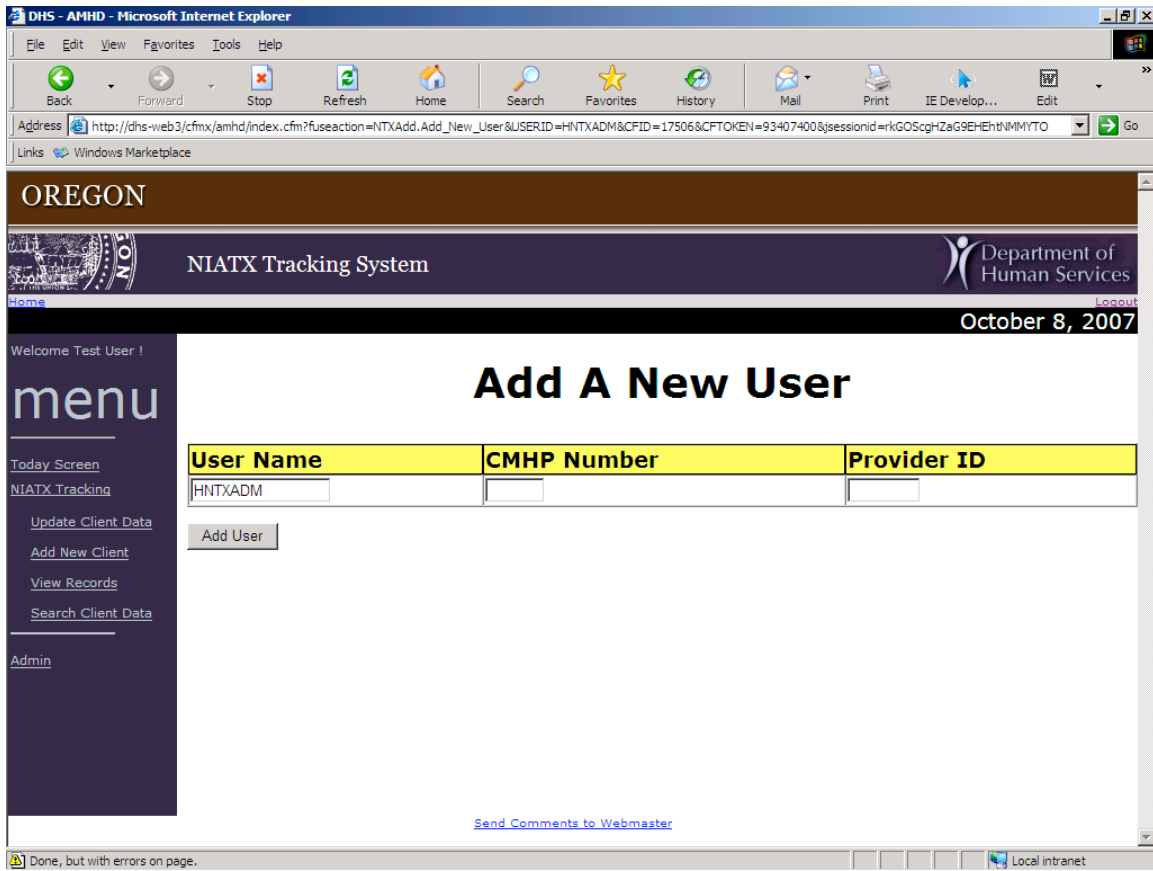
Click “Return to Main Admin Screen”, you are returned to the “Admin Application management” screen. Select “Edit A User” the “Search for User to edit” screen displays.



Enter the User ID or name and click Find User (You can not search on role until the user is assigned a role). A list of users with that ID or name will display. Click on the User RACFID the “Edit User Roles” screen displays.

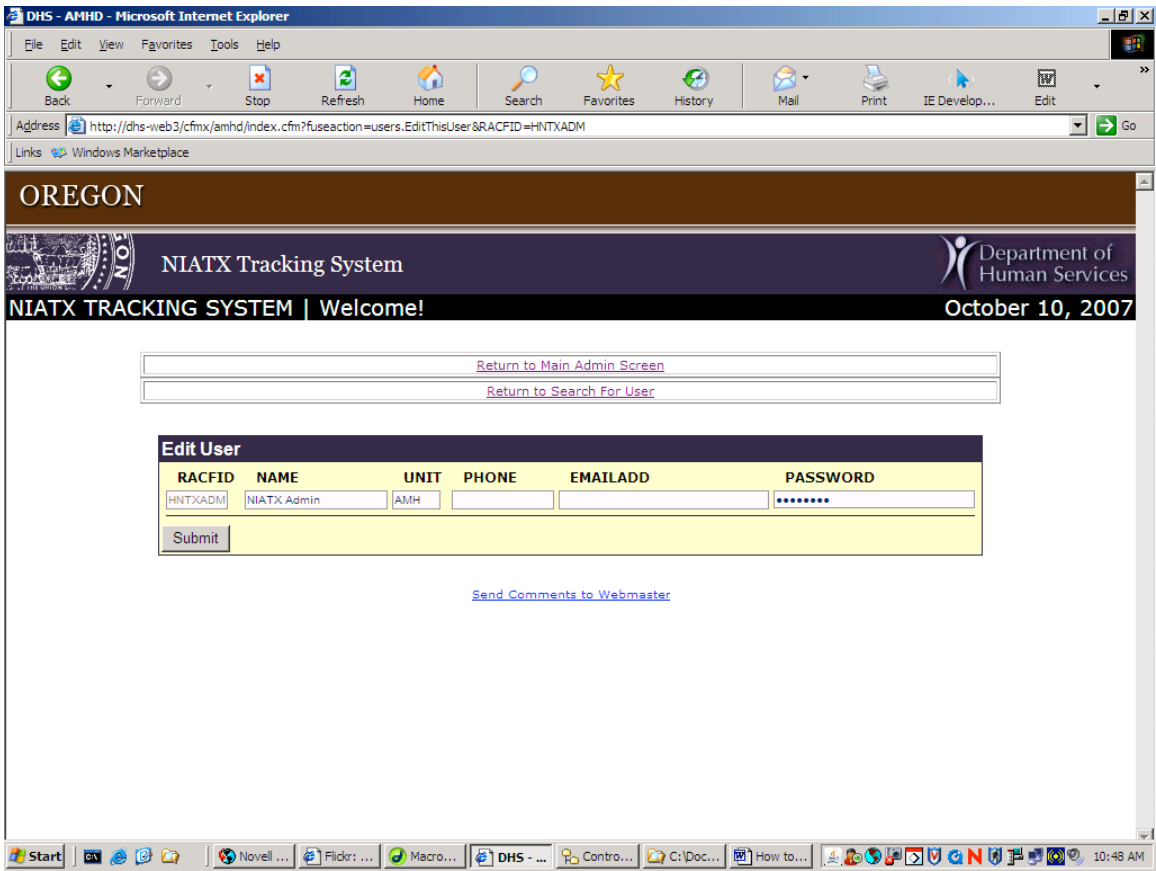


Select the role you want to assign to the user, from the roles to add drop down box, click “Add Selected Role”. Remember the SUPERUSER role is reserved only for users performing admin functions. This displays the “Add A User” screen.



Enter the CMHP number for the Provider and the Provider ID or zero for a provider with multiple Provider ID's. Note some administrators may need to enter data for multiple CMHP Provider combinations, usually these are SUPERUSERS, enter zero for both the CMHP and Provider ID number for these users.

To re-set a users password; find the user by using the steps defined above. When you find the users data in the list click on their name. The "Edit User" screen displays.



Enter the new password in the password box and click the submit button.