

Lesson 31: Processing a Request for a New User Account

Background: At the conclusion of Day 1 of this training, a member of your medical service staff registered for the user account in CCQAS. The online registration form needs to be processed in order to create the new user account.

Objective: To process the request for a new user account for a member of the medical staff at your facility or unit in CCQAS 2.8.

Exercise:

Step 1: Log on to CCQAS 2.8 as a CC/MSSP/CM. During the log on, a message will be returned indicating that a new applicant is waiting to be processed.

Step 2: From the “System” main menu, select “Applicant Processing.” The “Applicant Listing” screen will be returned.

Step 3: Select “Process” from the hidden menu of actions for the applicant’s record. The “User Application” screen will be returned displaying the information submitted by the applicant.

Step 4: Click <**Process**> at the bottom of the screen. A message that a new user account has been added to CCQAS will be returned. Click <**OK**>.

Step 5: The “Update User” screen will be returned, displaying the “Demographics” tab. The “Demographics” tab will be used in the future to update the user’s personal information, to lock and unlock the user’s account, and to issue new passwords to the user as necessary.

Step 6: Click on the “MTF” tab. The upper portion of the “MTF” tab reflects the UIC where the user has been granted access to CCQAS (in Step 4 above). This record was automatically created by CCQAS when the user was granted access to CCQAS. If the user is granted access to CCQAS at more than one facility or unit, multiple UICs will be displayed here.

Note: Service-level personnel will perform the user management of accounts for individuals who require access to CCQAS at multiple facilities or units.

Step 7: Click on the “Permissions” tab and then click the “Privileging” tab. Select the **Yes** radio button for **Privileging Module** and **Reviewer**. Other roles and permissions may be assigned to the user’s account now or at a future date, if appropriate. Click <**Save**> and then <**Close**>.

Note: The selection of Privileging module ensures that the user will have the “Privileging” module on the main menu in their CCQAS view.

Step 8: Click <**Close**> to close the user's account. The staff member will now have access to CCQAS as a Reviewer.

Step 9: Log out of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON