

Army CCQAS 2.8 Quick Guide: Registering for a New User Account – Reviewers, Evaluators, and Privileging Authorities

The following guidance provides instructions to apply for a user account in CCQAS.

Note: DO NOT re-apply for a user account if you already have a user id and password for CCQAS. If you already have a user id and password but are having difficulty accessing CCQAS, please refer to the Frequently Asked Questions at the end of this guide or contact your unit credentials office.

New users of CCQAS may apply for a user account online by going to the URL <https://ccqas.csd.disa.mil>



To apply for a CCQAS user account, click the Registration button on the left hand side of the screen. CCQAS will return the Registration screen.

Instructions for completing the online form are provided at the top of the screen. Data fields labeled with red text must be completed in order to submit the form. You should,

however, complete every field to the extent possible to avoid delays in the processing your request for a user account.

Select “**User Type = Other (Module Users)**”; you are then required to click the check box for every module to which you require access. If you are the designated authority to approve physician licensure waivers, the privileging authority, a clinical supervisor (identified in CCQAS as an evaluator), and/or a reviewer, you should check **Privileging**. If you are an administrative staff member who requires access to CCQAS for the purpose of managing credentials records, or other functions supported by the Risk Management or Adverse Actions modules in CCQAS, mark the other check boxes accordingly. Access to multiple modules may be requested if your job function requires it.

The **Unit Identification Code (UIC)** is unique code associated with the facility or unit where you will be using CCQAS. Click the binoculars icon () to locate the correct UIC.

Hint: When searching for UICs, it is easiest to search by a combination of Service and state, or partial UIC designation (if known). Avoid use of MTF Address, MTF City, and MTF Name as these may not be intuitive and may confuse the search effort.

Note: *Other (Module Users)* are not required to enter **Person ID Type** or **Person ID**. These fields are only required for provider applicants and may be left blank.

Enter your **Last Name**, **First Name**, and **Middle Initial**, using your legal name.

Enter your **Gender** and **Birth Date**. The calendar icon () may be used to enter your birth date.

Hint: To enter the desired date, you must first select the year and month from the pick lists at the top of the calendar. Once the correct year and month are selected, you then click on the desired day of the month. When the day is selected, the calendar function will automatically close and the selected date will populate the date field. If an error was made in the entry of the date, you may simply reopen the calendar and select a new date. You may also enter the date directly in the date field according to the format, “mm/dd/yyyy”.

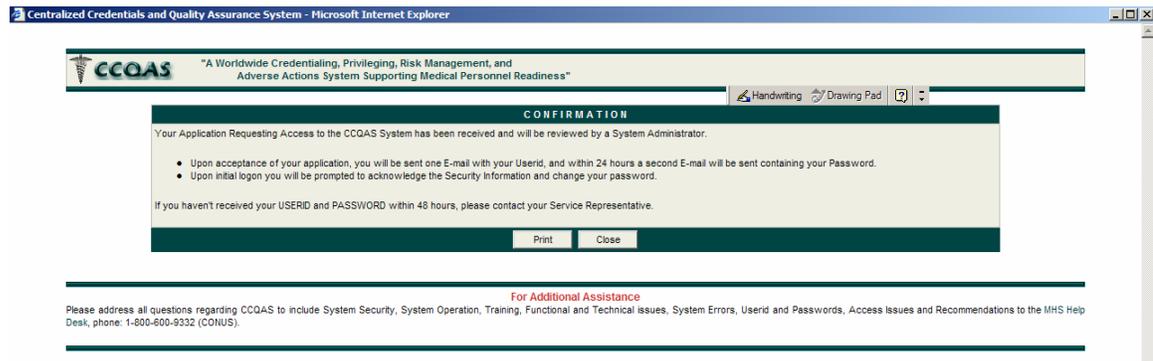
Enter the **Email** address where you can receive CCQAS messages and notifications. You will receive your new user account information via emails sent to this address.

Note: It is important that the email address you enter is accurate and one which you use most often. All system-generated emails addressing CCQAS-related tasks will be sent to this email address.

The **Phone** and **Phone Type** should correspond to the contact number where you may be reached if there are questions regarding your application for a user account.

Complete the Registration Validation section to provide the contact information for the supervisor under which you will be working at the designated facility or unit. Though not all fields in this section are labeled with red text, you should provide as much information as possible, since the information on this form will be used by the CCQAS administrator to verify your identity and your need for system access. Incorrect or missing information on this portion of the form may result in delays in processing your request for a user account.

After all information has been entered on the form, click on the <Process> button. The application is then sent to the CCQAS Administrator for processing.



CCQAS will return a confirmation of application submission which may either be printed or closed.

Within 3 days of submitting your request, you may expect to receive two email messages containing your user id and temporary password to access CCQAS). If 3 days have passed and you have not received your user id and temporary password your unit CM or other designated Service representative to check on the status of your request.

Once you receive your temporary password, you will then have 90 days to log on to CCQAS and obtain a permanent password. Your password will be valid for 90 days. Starting at thirty (30) days prior to the expiration of your password, every time you log into CCQAS, a pop-up notification message will appear with instructions on how you may obtain a new password. If a password is allowed to expire, your user account will be locked and you will have to contact your unit CM or other designated Service representative or the MHS Helpdesk for assistance.

Frequently Asked Questions

FAQ: I received my user id and temporary password via email a few weeks ago, but CCQAS will not accept the password that was given to me. What should I do?

Answer: If more than 90 days have lapsed since you received the email message containing your temporary password, then your password has expired and a new temporary password will need to be issued. You should contact your credentials office to request a new temporary password for your account. Upon receipt of this new password,

you will have 90 days to log on to CCQAS using the temporary password and select a new password.

FAQ: My CCQAS password has expired. What should I do?

Answer: If your password has expired, a new temporary password will need to be issued. You should contact your credentials office to request a new temporary password for your account. Upon receipt of this new password, you will have 90 days to log on to CCQAS using the temporary password and select a new password.

FAQ: I forgot my CCQAS password. What should I do?

Answer: If you forgot your password, contact your credentials office to request a new temporary password for your account. Upon receipt of this new password, you will have 90 days to log on to CCQAS using the temporary password and select a new password.

FAQ: CCQAS will not allow me to log on, but I know I am using the correct password. What should I do?

Answer: If your user id and password are both current and valid, it is likely that your user account has been locked. Your account will be locked after two consecutive logon attempts fail using the same userid. Your account may have been intentionally locked, or a lock out may have occurred as a result of user error when entering the case-sensitive password. To have your account unlocked, you should contact your credentials office.

FAQ: I have a current user id and password to CCQAS, but I do not have the access to the parts of CCQAS I need to do my job. What should I do?

Answer: The portions of CCQAS to which you have access are determined by the permissions you were granted at the time your user account was created. If you believe that your permissions need to be changed contact your credentials office.

FAQ: I currently use CCQAS to review and approve privilege applications submitted by providers who work in my department. In a few months, I will need to renew my own clinical privileges, but I have not yet used CCQAS to do so. What do I need to do?

Answer: You should contact your credentials office to request the addition of permissions to your CCQAS user account that will enable you to complete and submit and electronic application for clinical privileges.

FAQ: I am a provider who has already submitted an electronic application for clinical privileges in CCQAS and was approved for clinical privileges at my facility. I will now be using CCQAS to review electronic privilege applications submitted by other providers who will be working in my department. I will also be writing performance appraisal reviews (PAR) for my staff. What do I need to do?

Answer: You should contact your credentials office to request the addition of permissions to your CCQAS user account that will enable you to conduct reviews of privilege applications and generate PARs for your staff.

This page intentionally left blank.