1. Login to the DDS Gateway



State of Connecticut







DDS Legacy Applications

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

- Quality System Review (QSR)
- Abuse/Neglect Registry

2. Select Provider Administrator

DDS Gateway Nicholas Jerard Logout

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

V

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

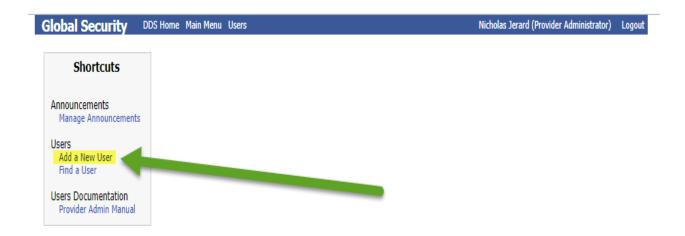
Central Office Administrator √

Provider Administrator

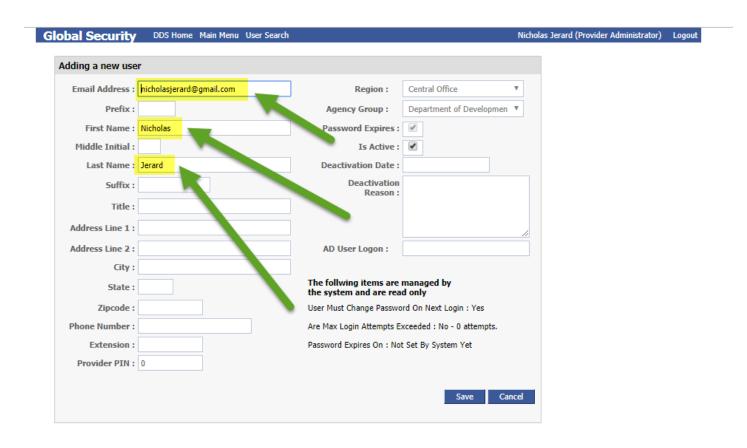
Other Applications

Quality System Review (QSR) Abuse/Neglect Registry

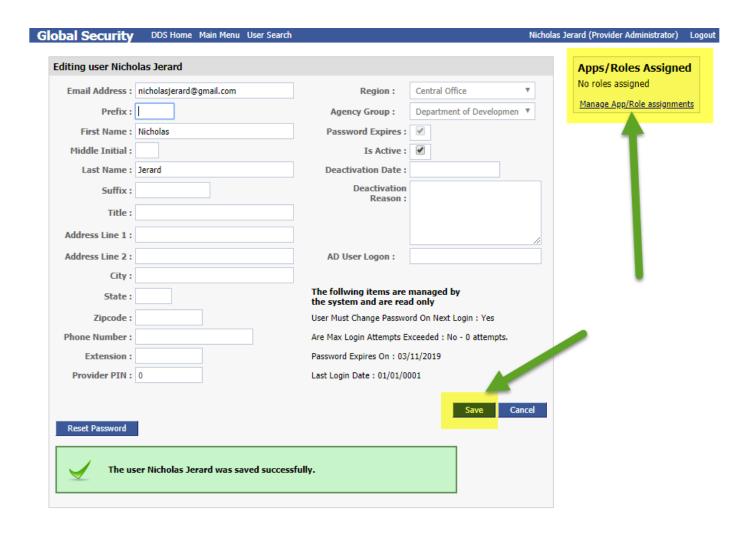
3. Click Add a New User



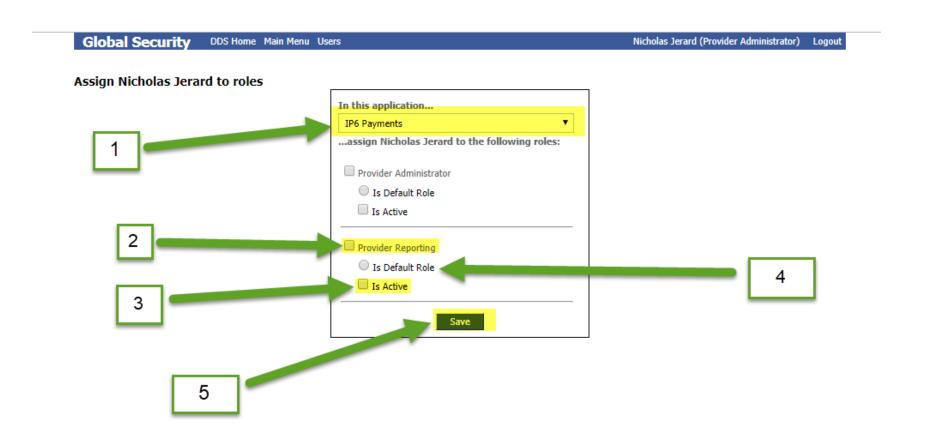
4. Enter the Email, First Name and Last Name of the user (All other fields are optional)



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



- 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



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