

# 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 Find a User

**Shortcuts**

- Announcements
  - [Manage Announcements](#)
- Users
  - [Add a New User](#)
  - [Find a User](#)
- Users Documentation
  - [Provider Admin Manual](#)



## 4. Search by either First Name, Last Name or Email Address

### User Search

#### Find Users By

Last Name

First Name

Search

Email Address

Active  Inactive  Both

Region

Central Office



PIN

0

5. Check the Is Active box and click save

Editing user Nicholas Jerard

Email Address : nicholasjerard@gmail.com

Prefix :

First Name : Nicholas

Middle Initial :

Last Name : Jerard

Suffix :

Title :

Address Line 1 :

Address Line 2 :

City :

State :

Zipcode :

Phone Number :

Extension :

Provider PIN : 0

Region : Central Office

Agency Group : Department of Developmen

Password Expires :

Is Active :

Deactivation Date : 01/10/2019

Deactivation Reason : Has not signed on for 60 days.

AD User Logon :

Login Attempts : 0

**The follwing items are managed by the system and are read only**

User Must Change Password On Next Login : Yes

Are Max Login Attempts Exceeded : No - 0 attempts.

Password Expires On : 03/11/2019

Last Login Date : 01/01/0001

Apps/Roles Assigned

IP6 Payments  
Provider Reporting(A)

[Manage App/Role assignments](#)

Save Cancel

6. At this point, you have unlocked the user. If the user needs a new password they can click the Forgot your Password? Button.



**State of Connecticut**  
Department of Developmental Services

**DDS**

A screenshot of the DDS Login page. The page has a white background with a light blue header. The title 'DDS Login' is at the top left. Below it are two input fields: 'Email Address : nicholas.jerard@ct.gov' and 'Password : .....'. A blue 'Login' button is centered below the password field. A yellow box highlights the text 'Forgot your password?' at the bottom right. A large green arrow points from the left towards this link.

### **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](#)

Note you can reverse the steps in this guide to deactivate a user.

1. Find the user
2. Uncheck their is active box
3. Enter a reason (Such as they have left the agency)
4. Click Save

**Global Security**    DDS Home    Main Menu    User Search    Nicholas Jerard (Central Office Administrator)    Logout

### Editing user Nicholas Jerard

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"/>	<b>Is Active :</b> <input type="checkbox"/>
Last Name : <input type="text" value="Jerard"/>	Deactivation Date : <input type="text" value="01/10/2019"/>
Suffix : <input type="text"/>	<b>Deactivation Reason :</b> <input type="text" value="Has not signed on for 60 days."/>
Title : <input type="text"/>	AD User Logon : <input type="text"/>
Address Line 1 : <input type="text"/>	Login Attempts : <input type="text" value="0"/>
Address Line 2 : <input type="text"/>	<b>The following items are managed by the system and are read only</b>
City : <input type="text"/>	User Must Change Password On Next Login : Yes
State : <input type="text"/>	Are Max Login Attempts Exceeded : No - 0 attempts.
Zipcode : <input type="text"/>	Password Expires On : 03/11/2019
Phone Number : <input type="text"/>	Last Login Date : 01/01/0001
Extension : <input type="text"/>	
Provider PIN : <input type="text" value="0"/>	

**Apps/Roles Assigned**  
IP6 Payments  
Provider Reporting(A)  
[Manage App/Role assignments](#)

**Save**    **Cancel**