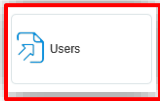


## Creating A New Data Entry Office Support Pronouncer User Account

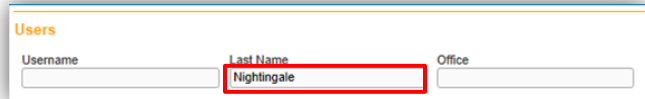
**Note:** These directions are only used to create RN and Facility Support Staff accounts.

**1** From the Home screen, click the **Users** fast link.

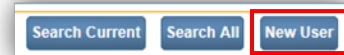


**2** Enter the Username or Last Name.

Then click the **Search All** button.

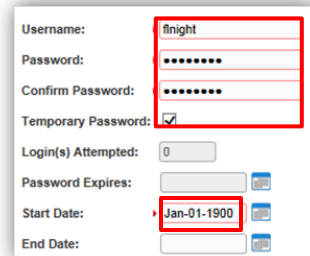



**3** If an account exists for the user, go to **QRS-2027-MC, Associating Your Facility with an Active or Terminated User or Data Provider Account**. If a user account does not exist, click the **New User** button to create a new user account.



**4** Enter User Account information:

- Username (must start with a letter and be 6-10 characters; note that the Username is case sensitive)
- Password (enter a generic password)
  - Passwords must be 12 characters in length.
  - Passwords should contain upper and lower case letters, numbers, and one of the following characters @ \* . , # ! &
- Confirm Password (re-enter the generic password)
- Confirm  **Temporary Password** is selected
- Start Date (always use the first day of the previous month)



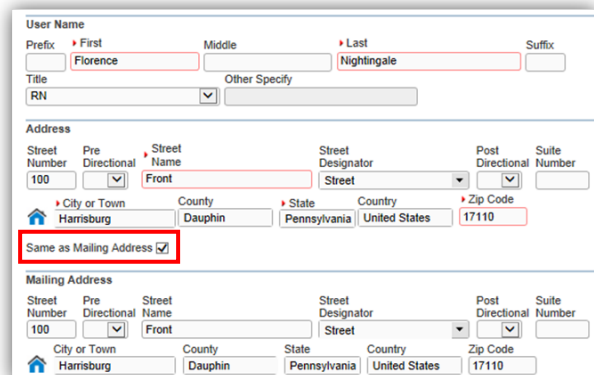
When finished, click the **Next** button.

**5** Enter Name & Address information:

- User's Name
- Title (only if RN)
- Facility Address
- Mailing Address (optional)

When finished, click the **Next** button.

**Note:** If facility and mailing address are the same, enter the facility address and select  **Same as Mailing Address** to complete the mailing address.



Enter Contact information:

- Phone numbers (optional)
- Email address (a unique email is required)
- Preferred Method of Contact, if known (optional)

When finished, click the **Next** button.



7

Enter PA License information:

- If not an RN, leave these blank
- If an RN, enter license number (no spaces or dashes)
- Start Date (always use the first day of the previous month)

**Important:** You cannot change an RN license number once the account is created, so verify it now.

When finished, click the **Next** button.

8

The Update User screen displays. Select your facility or campus name from the **Available Office Affiliations** field and click the **Add Arrow** button to add your facility or campus to the **Office Affiliations Assigned to the user** field.

9

Your facility or campus name has been added to the **Office Affiliations Assigned to the user** field. Click the **Next** button.

**Note:** If you are the facility account manager for multiple facilities or campuses, you will only be able to select the facility or campus you selected at login. If the user or data provider requires access to your other facilities or campuses, log out after you create this account. Then log back in, selecting the office link for the next facility or campus you need to add. Locate and open the user's account. Click the [Update Offices/Roles/Business Functions](#) link and complete [Steps #8 to #13](#) to add that facility or campus to the user's account.

10

Select User Type:

- Select Medical Facility User
- Click the **Add** button

When finished, click the **Next** button.

11

Select User Role:

- Select Default Death Facility User Active from the **Available Roles**
- Click the **Add Arrow** button

12

The role is now assigned to this user. Click the **Next** button.

13

The Business Functions screen displays. Do not make any changes.

Click the **Finish** button.

14

The User Summary displays. Review and verify that all of the new user's information is correct. If any information needs corrected, click the link at the bottom of that box to display the applicable screen for editing.

15

Notify the user name of their user and temporary password. Explain the following regarding passwords:

- The user will be prompted to create their own (new) password when they login.
- The new password must be 12 characters in length.
- The new password should contain upper and lower case letters, numbers, and one of the following characters @ \* . , # ! &
- The new password will be valid for sixty days.