pennsylvania
DEPARTMENT OF HEALTH

Updating User Accounts: User Type or Role

Notes:
- **T**his process is for those instances when the user type or role of an existing user needs updated. If the user is not currently associated with your facility or campus, reference **QRS-2027, Associating Your Facility or Campus with an Active or Terminated User of Data Provider Account**.
- If you are the facility account manager for multiple facilities or campuses, immediately after login choose the facility or campus associated with the user whose user type or role you are updating.

1 From the Home screen, click the **Users** fast link.
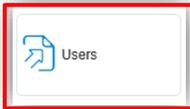
2 Enter the Username or Last Name.

Then click the **Search Current** button.

Search for a User

Username	Last Name	Office
	murphy	

Search Current

3 Click the **user name** link in the **User Name** field in the search results to display the User Summary.

User Name ↑	Name	Office Name	Start Date	End Date
smurphy	Murphy, Shawn	Harrisburg Hospital	01/01/1900	

4 Click the **Update Offices/Roles/Business Functions** link on the User Summary.

User Type	Office	Roles	Additional Business Functions
Medical Certifier	Harrisburg Hospital	Default Death Medical Certifier	No data found.
Total records : 1	Total records : 1	Total records : 1	

Update Offices/Roles/Business Functions

5 No changes are needed on the Office Affiliations screen so click the **Next** button.

Next >>

6 If the User Type is incorrect, select the **Remove** checkbox and click the **Remove** button.

Note: If the User Type is correct, click the **Next** button and go to **Step #9**.

Please select User type for each Office Affiliation:
| User Types | Medical Certifier |
| Offices: | Harrisburg Hospital |

Add | **Remove**

Remove	User Type
☑	Medical Certifier

7 The incorrect user type has been removed from the account.

Select the correct user type from the dropdown menu and click the **Add** button.

Please select User type for each Office Affiliation:
User Types: Medical Facility User
Offices: Harrisburg Hospital
Add   Remove

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8 The new user type has been added.

Verify that the **Death** checkbox is <u>only selected for medical certifier accounts</u>. Otherwise, do not check it.

Click the **Next** button.

Remove	User Type	Office Affiliation
☐	Medical Facility User	Harrisburg Hospital

Total records : 1

User is authorized to sign for the following events:
☐ Birth   ☐ Death

Cancel   << Back   Next >>

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9 If the role assigned to user is incorrect, select the incorrect role and click the **Remove Arrow** button to remove it.

Note: If the User Role is correct, click the **Next** button and go to **Step #12**.

User Types: Medical Facility User
Available Roles
Default External Birth Clerk - PA
Default Death Facility User Active

Roles Assigned to the user
Default Death Medical Certifier

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10 Select the correct role from the **Available Roles** and click the **Add Arrow** button to add it.

User Types: Medical Facility User
Available Roles
Default External Birth Clerk - PA
Default Death Medical Certifier
Default Death Facility User Active

Roles Assigned to the user

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11 The correct role now displays.

Click the **Next** button.

Next >>

User Types: Medical Facility User
Available Roles
Default External Birth Clerk - PA
Default Death Medical Certifier

Roles Assigned to the user
Default Death Facility User Active

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

Click the **Finish** button.

Finish

13 The User Summary screen displays the changes that were made.

User Type	Office	Roles	Additional Business Functions
Medical Facility User	Harrisburg Hospital	Default Death Facility User Active	
Total records : 1	Total records : 1	Total records : 1	No data found.

Update Offices/Roles/Business Functions

Biometric Enrollment   Return

Note: There may be times when the User Summary temporarily displays both user types. If this occurs, no further action is required because the change has been recorded, but it may take a few hours to occur. Although both user types may display, the user or data provider will now only have access to the role most recently updated.