

Provider Administrator User Management

Getting Started

Provider Site Administrators are able to view, approve, deny, or modify users that have access under their Provider Site in the NDIIS. Provider administrator level access is assigned to Site Administrators when a new NDIIS Provider Site Agreement is submitted to the NDIIS team. Site Administrators must have their own NDIIS login.

Provider Admin level access can be granted to other users at the provider site at the discretion of the Site Administrator.

Users with Provider Admin level access can only manage users for the provider site or sites they have access to.

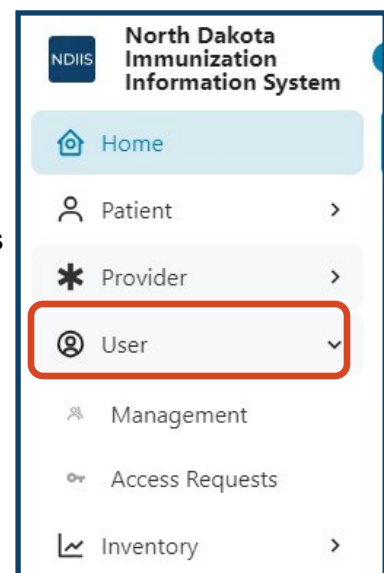
Managing Users and Access

Provider Admin users will manage user access in the **Users** function from the Main Menu.

Management module allows Provider Admin level users the ability to review active users for the selected Provider site, view all users (both active and inactive), view the user role history for all users, and export lists of active or all users.

Access Requests module allows Provider Admin level users the ability to approve, deny, or modify NDIIS user access requests for their provider site. They are also able to view historical requests for their site.

To begin click on the module you wish to work in.



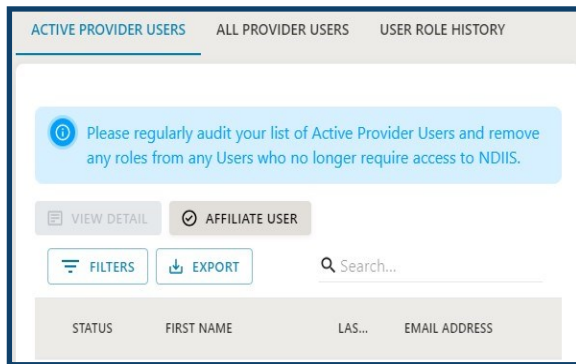
Management Module

Active Provider Users shows the current list of approved users for the selected provider site that have an active NDIIS user account.

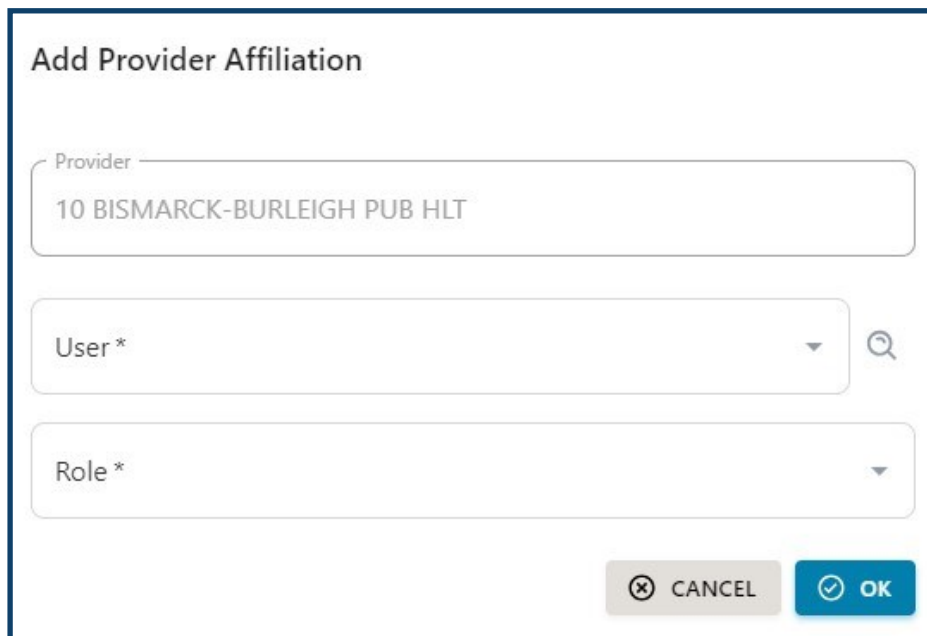
All Provider Users shows all active and inactive users that have or had access to the selected provider site.

User Role History shows changes to the access of active and inactive users that have or had access to the selected provider site.

Provider Admin level users are able to search, filter, and export the lists users to either a CSV or Excel file.



Provider Admin level users are able to add access to their provider site for users with an active NDIIS account without requiring the user to submit an access request using the **Affiliate Users** function.



The screenshot shows a form titled "Add Provider Affiliation". It contains three input fields: "Provider" with the value "10 BISMARCK-BURLEIGH PUB HLT", "User *" with a search icon, and "Role *" with a dropdown arrow. At the bottom right, there are two buttons: "CANCEL" and "OK".

Access Requests

Provider Admin level users will review and approve/deny user access requests for their provider site. Users can view both **Active** requests needing to be acted on and **Historical** requests that have already been completed.

Provider Admin level users review and approve or deny user access requests or can click **View Detail** to make a change to the user role before approving or denying the request. The requests are also able to be filtered and exported to a CSV or Excel file for sites records

The screenshot shows the 'Access Requests' dashboard. At the top, there are tabs for 'ACTIVE' and 'HISTORICAL'. Below the tabs, there are buttons for 'VIEW DETAIL', 'APPROVE', and 'DENY', which are highlighted with a red box. There are also 'FILTERS' and 'EXPORT' buttons. A search bar is located on the right side. Below the buttons is a table with the following data:

REQUEST ID	SUBMITTED	USER	PID	PROVIDER	ROLE	STATUS	STATUS REASON
1004	11/13/2024	TestM TestBrown	9990	TEST	Standard	Active	Submitted

The screenshot shows the 'Access Request Detail' page. At the top, there are buttons for 'BACK', 'APPROVE', and 'DENY', which are highlighted with a red box. The form contains the following fields:

- Request ID: 1004
- Submitted Date: 11/13/2024 10:45 AM
- Submitted By: TestM TestBrown
- Submitted By Email: m.k.brown89@gmail.com
- Status: Active
- Status Reason: Submitted
- Submitter Comments: Test account registration access request
- Provider ID: 9990
- Provider Name: TEST
- Requested Role: Standard
- Assigned Role*: A dropdown menu with options: Provider Admin, Restricted, Standard. This dropdown is highlighted with a red box.
- Provider Administrator: TESTADMIN ADMINLAST
- Administrator Comments: (empty)

When a new user access request is submitted, users with Provider Admin level access for that provider site will receive an automated email from the NDIIIS alerting them that there is a request waiting for them.

When a Provider Admin user logs in to the NDIIIS, they will see user and access request information on the main page. If there are pending access requests, the user can click **Requests** to jump directly to the **Access Requests** module.

Provider Site Administrators must review their provider site's list of active users regularly. Provider Admin level users can jump directly to their active user list from the main NDIIIS page by clicking **Users** from the **Users & Access Requests** section.

