

DOS 2009 – WEBSITE USER INSTRUCTIONS

The instructions below will assist you in managing users for the CSBG APR website and the CSBG ARRA website (described under separate memo).

- 1) Go to <http://apr.nyscaaonline.org> OR <http://arra.nyscaaonline.org>
- 2) Login
 - a. Choose your Grantee Name from the list.
 - b. Choose your username from the list.
 - c. Type in your password.
 - d. Click on Log In. (You will be redirected to the Dashboard.)

Please note: This login is not the same one as your member area login. NYSCAA is working on merging the systems so that one log on will get you appropriate access to both systems. We apologize for the inconvenience.
- 3) Manage users by clicking on the User Mgmt link in the upper right corner.
- 4) **Manage your Profile** – Allows you to change your username, password, email address, etc.
 - a. Click on Your Profile.
 - b. Make changes as appropriate.
 - c. Click on Update My Profile.

*** **The following functions are only available to users designated as PrimaryUsers**

- 5) **Add users to your agency** – Allows you to give others the ability to enter APR information and use other functions of the site. There is no limit to how many users you may have. It is *highly recommended* that users do not share usernames and passwords.
 - a. From the User Management page, click on Add User.
 - b. The username may be anything as long as it is unique in your agency. We recommend you use a standard such as first initial, last name.
 - c. Fill in the remaining information. All fields are required. All users must have a valid email address, as many functions of the system will use email to automatically send information.
 - d. Once all information is correct, click on the Add button.
- 6) **Edit user info**
 - a. From the User Management page, click on Edit User.
 - b. Use the navigation at the bottom of the page to find the user.
 - c. Click on edit to the left of the username.
 - d. Make the appropriate changes.
 - e. Click on Update to the left of the username.
- 7) **To de-activate a user**
 - a. Edit a user following the steps outlined in #6.
 - b. Change the user's Active column to No.
- 8) **To allow a user to manage other users**
 - a. Edit a user following the steps outlined in #6.
 - b. Change the user's PrimaryUser column to PrimaryUser. (no space)