

# Sub-Admins and AVS

Agenda:

Sub-Admin Functions

Demonstration

Chief Data Steward

User Roles

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Questions



# Sub-Admin Functions

- New user creation at District Level
  - 784 forms
- Assign locations to users
- Edit user accounts
- Reset passwords
- Unlock user accounts
- Deactivate user accounts

# Demonstration

# Chief Data Steward

- Marci Lail – Central Office
- Responsible for creating Sub-Admin accounts.
- [APD.Security-Requests@State.OR.US](mailto:APD.Security-Requests@State.OR.US)

# User Roles

- **Case Transfer Support Staff** – Can transfer cases statewide
- **District Manager** – Has read only statewide access; Generate reports
- **Eligibility Workers** - Can work cases statewide
- **Supervisor and Lead** – Can work and transfer cases statewide; Generate reports

# User Roles (cont.)

- **The Sub-Admin role is available, but staff are NOT to assign to anyone. This role is only assigned by the Chief Data Steward in Central Office.**
- Chief Data Steward will monitor reports monthly to ensure staff are following procedure.

# Contacts

- [AVS.Support@State.OR.US](mailto:AVS.Support@State.OR.US)
  - Issues with AVS
    - Logging in
    - User Role issues
- [APD.Security-Requests@State.OR.US](mailto:APD.Security-Requests@State.OR.US)
  - 784 Requests for Sub-Admins
  - Additional Support

# Questions!

- Submit your questions in the GoTo Window!