Provider Domain Administrator:
  Granting Access Rights
  Changing Access Rights
  Removing Access Rights
• The user who submits an application to the State for approval becomes the *Domain Administrator* over that enrollment after the application has been approved by the State.
After logging into IMPACT, from the first drop down on the Portal page, select the enrollment for which access rights are being granted.
Granting Access Rights

• Profiles:
  • **Domain Administrator**: Grants and Removes Rights to an enrollment only.
  • **Provider Enrollment Access**: Completes, modifies and manages enrollment.
  • **View Provider Enrollment**: View only access.
Granting Access Rights

- From the second drop down on the portal page, select **Domain Administrator**.
- Click **Go**.
• From the IMPACT Home Page, click on the **Admin** and choose **User List** from the drop down.
Granting Access Rights

- Click **Add** to grant access to this enrollment.
Granting Access Rights

- **User ID**: Enter the User Id (Single Sign-on ID) of the person to whom access is being granted.

- **Start Date**: Enter current or future date.

- **End Date**: Enter a specific date if known or, if rights are ongoing, leave blank and it will default to 12/31/2999.

- Choose the desired profile(s) from *Available Profiles* and use the *double arrows* to move them to *Selected Profiles*.

- Click *Ok* when complete.
• Even though, *No records found* is presented, the selected user has been granted access to the enrollment chosen.
• Click *Close* to exit.
• Near the filter by fields is a drop down that defaults to **Approved**. Choose **All** from this drop down.
• Click **Go**.
Granting Access Rights

- A list of all users who have access to this enrollment will be displayed. To see what access each user has, click on the hyperlinked **Domain Name**.
This slide was intentionally left blank
After logging into IMPACT, from the first drop down on the Portal page, select the enrollment for which access rights are being changed.
• From the second drop down on the portal page, select **Domain Administrator**.
• Click **Go**.
From the IMPACT Home Page, click on the **Admin** and choose **User List** from the drop down.
• Near the filter by fields is a drop down that defaults to **Approved**. Choose **All** from this drop down.
• Click **Go**.
• Locate the user **Name** for whom access rights are being changed, then click on the respective hyperlinked **Domain Name**.
• To change the access rights granted, choose the profiles to be removed from the **Selected Profiles** box and use the **double arrows** to move them to the **Available Profiles** box or from **Available Profiles** to **Selected Profiles** as needed. There must be at least one profile left under **Selected Profiles**.
• Comments about the change can be made in the **Remarks** field.
• Click **Save**, then **Close**.
Changing Access Rights

• To change the access rights granted, choose the profiles to be removed from the *Selected Profiles* box and use the *double arrows* to move them to the *Available Profiles* box.
• Comments about the change can be made in the *Remarks* field.
• Click *Save*, then *Close.*
After logging into IMPACT, from the first drop down on the Portal page, select the enrollment for which access rights are being removed.
• From the second drop down on the portal page, select **Domain Administrator**.
• Click **Go**.
• From the IMPACT Home Page, click on the *Admin* and choose *User List* from the drop down.
Near the filter by fields is a drop down that defaults to **Approved**. Choose **All** from this drop down.

Click **Go**.
Changing Access Rights

- Locate the user **Name** for whom access rights are being removed, then click on the respective hyperlinked **Domain Name**.
• To entirely remove a person’s rights to the enrollment (Lock user), place a check in the box next to Lock User/Comment and enter a comment in the comment box.
• Enter the date this is to take effect in the Expiration Date field.
• Click Save, then Close.
Removing Access Rights

- The **Expiration Date** for that user’s access will be updated on the Manage Users list.
- Click **Close** to exit.