

County Administrator Instructions

NORTH CAROLINA EMERGENCY MEDICAID SERVICES REVIEW PORTAL SYSTEM
ALLIANT HEALTH SOLUTIONS

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Overview

Responsibilities

Alliant Health Solutions allows County organizations to identify one or more administrators who can perform user maintenance activities for the North Carolina Emergency Medicaid Review system.

The County DSS Medicaid Administrators for the North Carolina Emergency Medicaid Services Review Portal System will have the following responsibilities regarding user management:

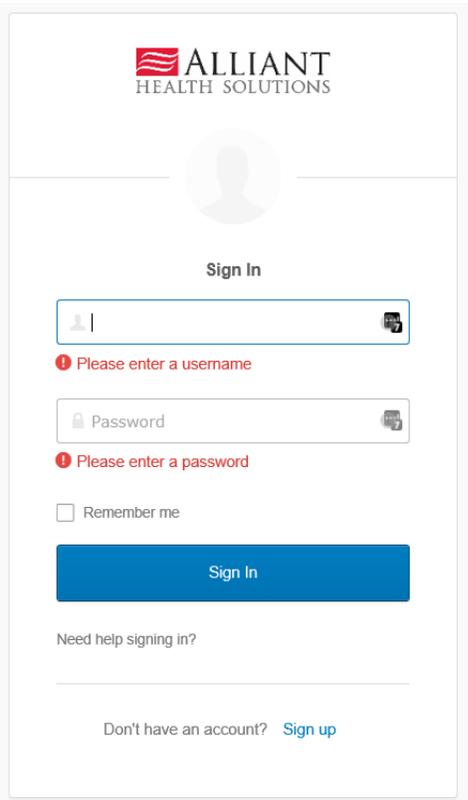
- User creation and deactivation/deletion as necessary
- Assigning users to Counties

User Creation

Note: Chrome and MS Edge are the recommended browser for this application., Firefox and Safari are also supported.

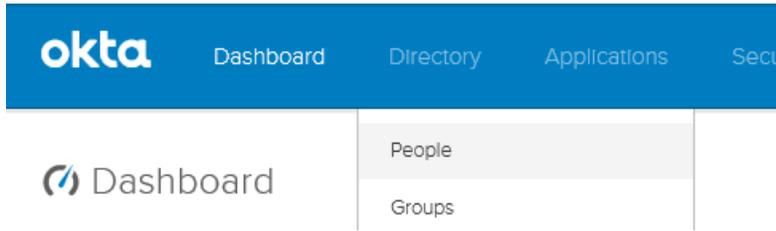
County Administrators can add users to the Counties to which they are associated. To add end users to your organization:

1. Log in to <https://ncallianthealth.okta.com>.

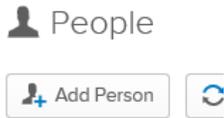


The screenshot shows the Alliant Health Solutions Sign In page. At the top is the Alliant Health Solutions logo. Below it is a placeholder for a user profile picture. The main heading is "Sign In". There are two input fields: "Username" and "Password". The Username field has a red error message: "Please enter a username". The Password field has a red error message: "Please enter a password". Below the password field is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkboxes. At the bottom, there is a link for "Need help signing in?" and a link for "Don't have an account? Sign up".

2. Select **“People”** from the Directory menu.



3. From the People page, click **“Add Person”**.



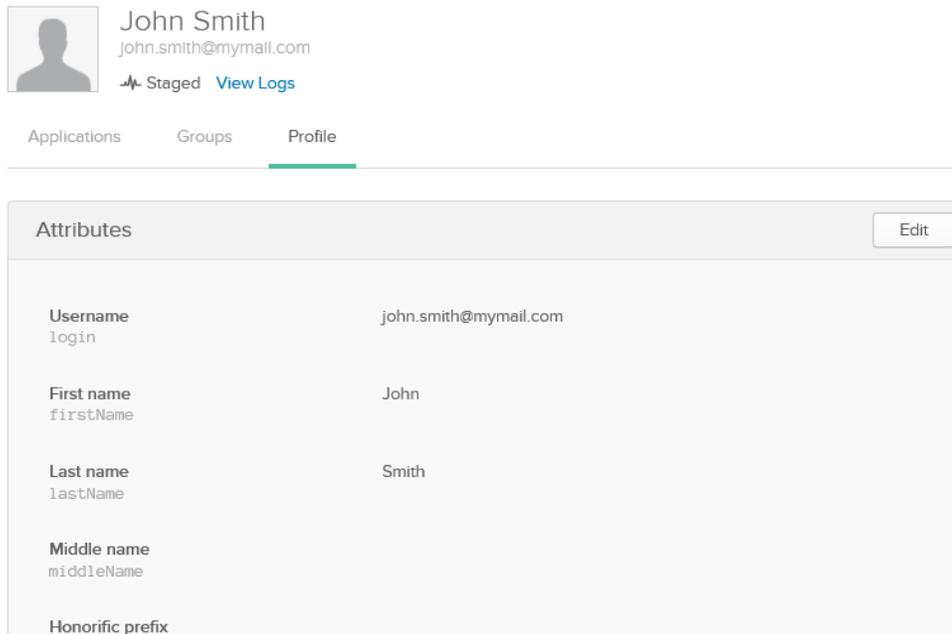
4. Fill in the fields, leave the Password selection at "Set by user", and check the box next to “Send user activation email now”.

Note: Groups refer to the NC County to which the user will be assigned.

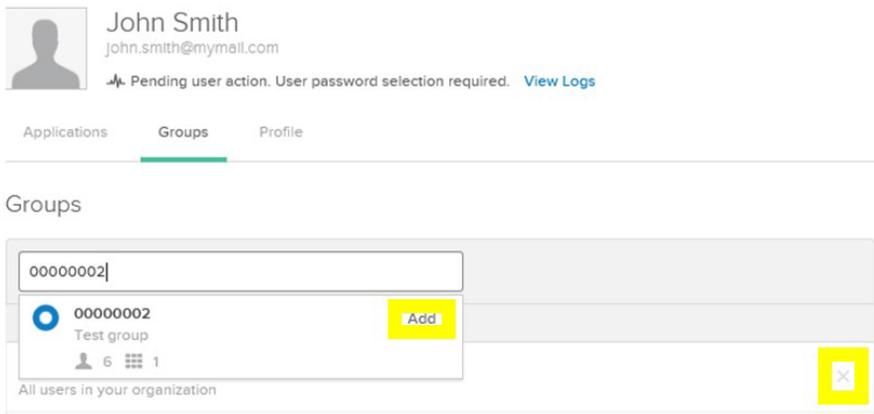
A screenshot of the 'Add Person' form in the Okta interface. The form has a blue header with the text 'Add Person'. It contains several input fields: 'First name' (filled with 'John'), 'Last name' (filled with 'Smith'), 'Username' (filled with 'john.smith@mymail.com'), 'Primary email' (filled with 'john.smith@mymail.com'), and 'Secondary email (optional)' (empty). There is a 'Groups (optional)' field with a dropdown menu showing '16554'. The 'Password' field has a dropdown menu set to 'Set by user'. Below the password field is a checkbox labeled 'Send user activation email now' which is checked. At the bottom of the form, there are three buttons: 'Save', 'Save and Add Another', and 'Cancel'.

5. Click **“Save”**. If you are adding multiple users, you can click **“Save and Add Another”**. The new user will receive an email from Okta with instructions on verifying the account and setting up their individual password.
6. Once the user has been created, the user’s profile can be modified by selecting the user from the list and clicking on the Profile tab. Click **“Edit”** to modify the user’s properties.

Note: Users will be able to modify their own profile once they’ve registered.



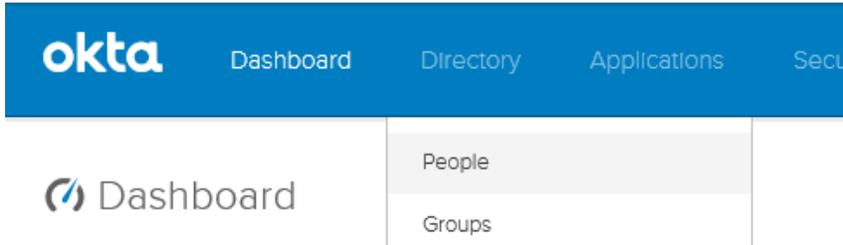
7. If the user needs to be assigned to additional Counties, select the Groups tab and then search by County name and add the user. To remove the user from a County, click the **“X”** button.



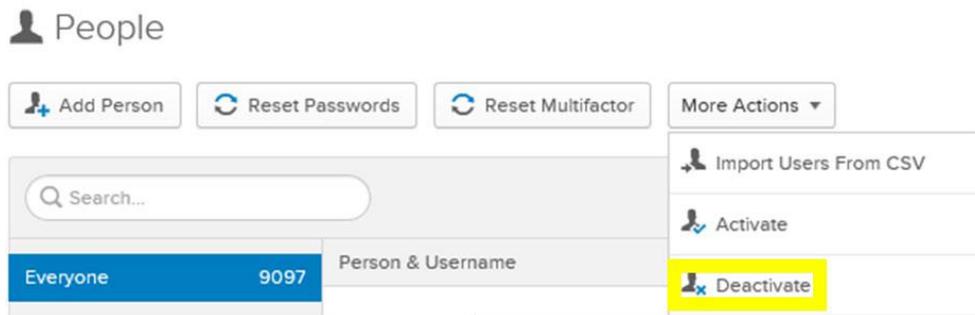
User Deactivation / Deletion

As a part of your organization’s termination processes, you can also deactivate and delete users.

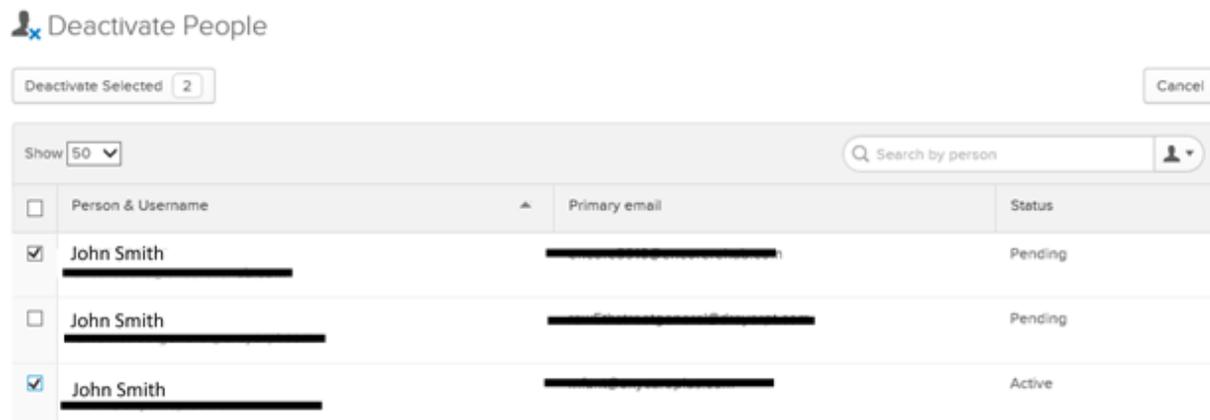
1. From the Directory menu, click “**People**”.



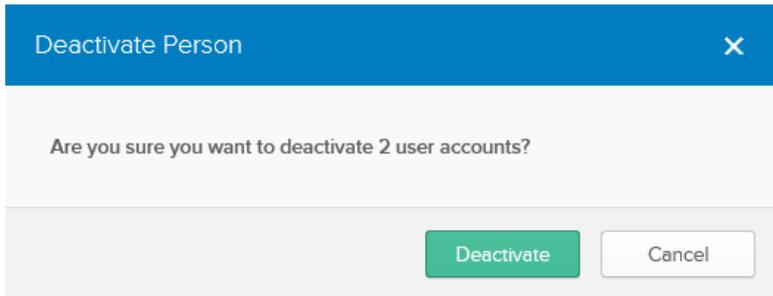
2. Select “**Deactivate**” from the More Actions menu.



3. Select the users you wish to deactivate by selecting the checkboxes next to their names, then click “**Deactivate Selected**”.



- Following the next prompt, click “**Deactivate**”. The selected users’ logins will be deactivated and they will be removed from the County to which they are assigned.



- The status of those users will now be “**Deactivated**”.
- If you need to permanently delete the user, click on the user’s name and click the “**Delete**” button.



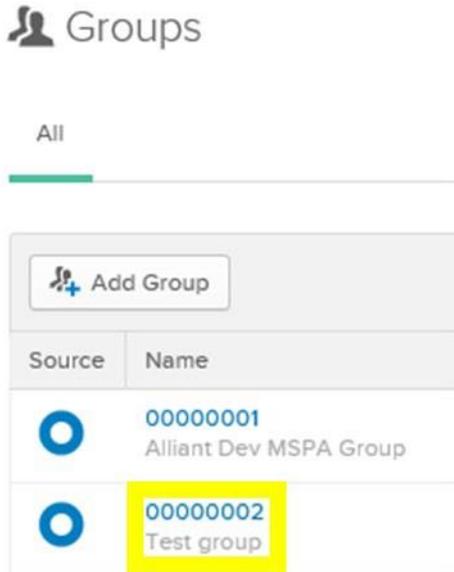
Adding and Removing Multiple Users from a County

As existing users within County DSS agencies change or are reassigned, County administrators can shift assignments accordingly.

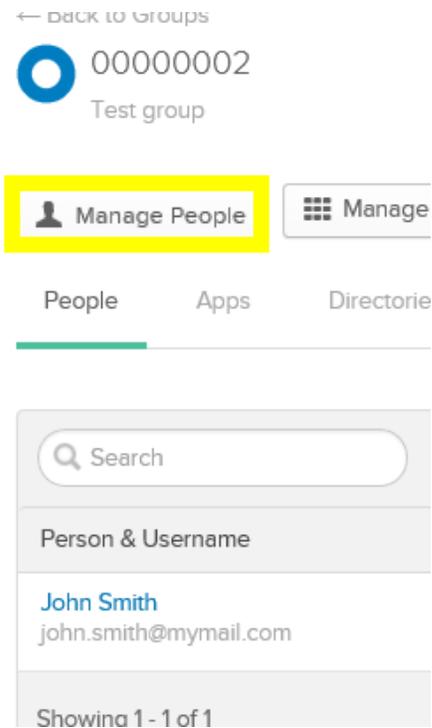
- From the Directory menu, click “**Groups**”.



- 2. Select the County you will be adding users to.

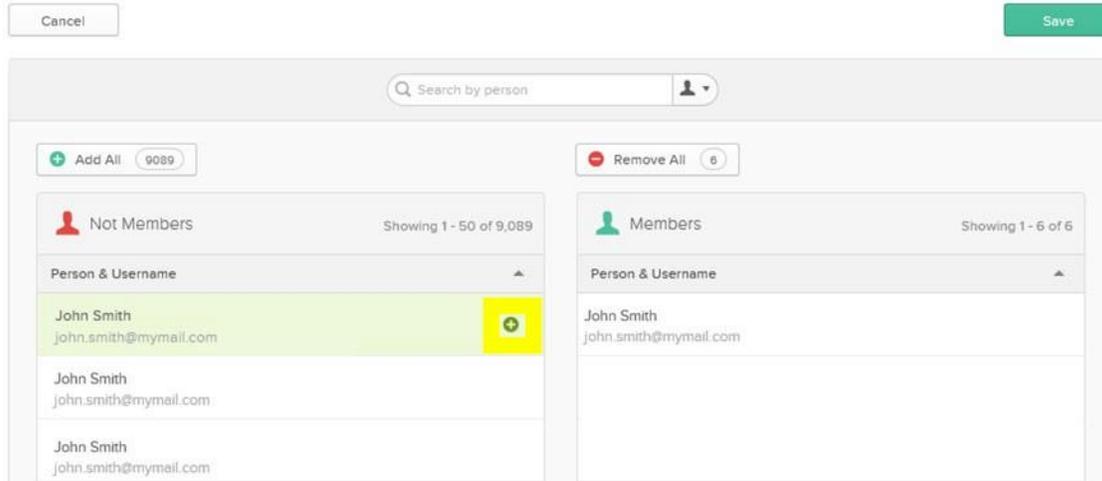


- 3. Click “Manage People”



4. Mouse over the name of each person you want to add to the group and click the “+” button. You can also search by username using the search box at the top, or click “**Add All**” to add all the users in the list. Once you have added all the users you need to add, click the “**Save**” button. Once the user is saved they will display in the Members list.

Add or remove people from the 00000002 group



5. To remove a user from a group, mouse over the name of the user in the Members list and click the “-” button, or click “**Remove All**” to remove all users from the group. Click “**Save**” when done.

