# Provider Administrator User Management

## Getting Started

Provider Site Administrators are able to view, approve, deny, or modify access for users under their Provider Site in the NDIIS. Provider Admin level access is assigned to Site Administrators as designated on the completed NDIIS Provider Site Agreement. Site Administrators must have their own unique NDIIS login.

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

Users with Provider Admin level access can only manage users for provider sites they have access to and have Provider Admin level access under.

## 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.
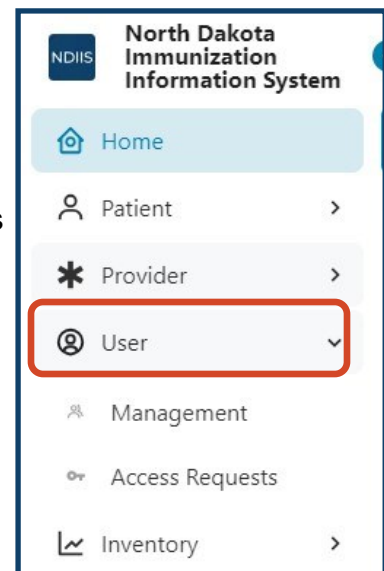
## Management Module

**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 any NDIIS user with an active NDIIS account without requiring the user to submit an access request using the **Affiliate Users** function.
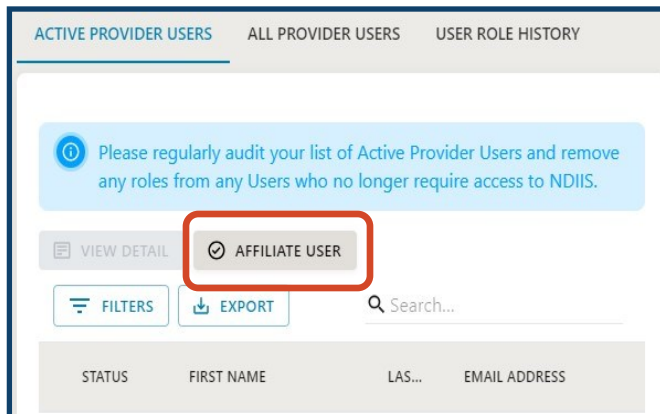


Type the name of the user or the user's email to search

## Access Requests

Users with Provider Admin level access will review and approve or 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 requested role before approving or denying the request. The list of access requests can also be filtered and exported to a CSV or Excel file for sites records.





*Note: If changing a user's requested role before approving access, an Administrator Comment is required in order to complete the approval.*

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 NDIIS alerting them that there is a request waiting for them. Access requests are active for 5 days and Provider Admin users will receive a daily email reminder until the access request is acted on or expires. Once an access request has expired, the user will need to submit a new request.

When a Provider Admin user logs in to the NDIIS, 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 NDIIS page by clicking **Users** from the **Users & Access Requests** section.