

Assigning Roles in OneHealthPort

This presentation will take you through the easy process of assigning the “QA Manager” Role to a selected Staff member.

It is intended for the OHP Administrator within your organization.

If you are unsure who your OHP Administrator is you can receive assistance by:

- Calling 1-800-973-4797, or
- Filling out the [online assistance form](#)

Getting Started

Not sure whether your organization is already registered?

Do you need help with this process?

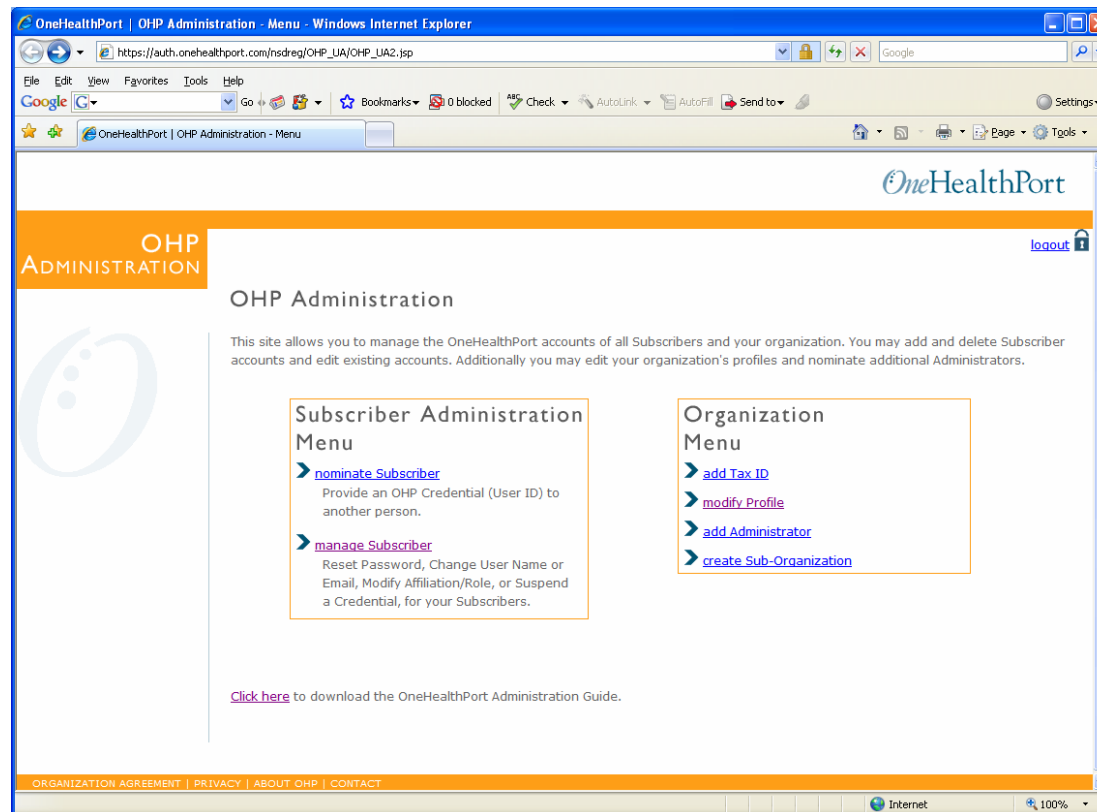
- You can receive assistance from OneHealthPort by:
 - Calling 1-800-973-4797, or
 - Filling out the [online assistance form](#)

Need to register with OneHealthPort? [Register](#)

For other questions about OneHealthPort: [OHP FAQ](#)

Upon logging in to the [OHP Administration](#) service, you will see the following menu:

- If you haven't already done so, nominate the Subscriber who will be the QA Manager. OHP will easily guide you through the process.
- Then select manage Subscriber.



Enter the Subscriber's ID when prompted, then select "modify Subscriber Affiliation and Roles" from the following menu.

The screenshot shows a web browser window titled "OneHealthPort | OHP Administration - Subscriber Profile Manager - Windows Internet Explorer". The address bar shows the URL "https://auth.onehealthport.com/nsdreg/OHP_UA/OHP_UA4.jsp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains "Go", "Bookmarks", "0 blocked", "Check", "AutoLink", "AutoFill", "Send to", and "Settings". The page content features an orange header with "OHP ADMINISTRATION" on the left and a "logout" link on the right. Below the header, there are two navigation links: "back to main Menu" and "Manage a different User". The main heading is "Subscriber Profile Manager", followed by the instruction "You may edit any aspect of this Subscriber's account by clicking on the links below." A box contains the following subscriber information: "SUBSCRIBER NAME: Jane Doe", "USER ID: jadbe0000", and "SUBSCRIBER STATUS: Active". Below this information is a list of actions: "reset Subscriber Password", "modify Subscriber Affiliations and Roles", "change Subscriber Email Address", "change Subscriber's Name", and "suspend Subscriber Account". At the bottom of the page, there is a footer with links for "ORGANIZATION AGREEMENT", "PRIVACY", "ABOUT OHP", and "CONTACT". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

OneHealthPort | OHP Administration - Subscriber Profile Manager - Windows Internet Explorer

https://auth.onehealthport.com/nsdreg/OHP_UA/OHP_UA4.jsp

File Edit View Favorites Tools Help

Google Go Bookmarks 0 blocked Check AutoLink AutoFill Send to Settings

OneHealthPort | OHP Administration - Subscriber Profi...

OHP ADMINISTRATION

logout

back to [main Menu](#)

[Manage a different User](#)

Subscriber Profile Manager

You may edit any aspect of this Subscriber's account by clicking on the links below.

SUBSCRIBER NAME: *Jane Doe*

USER ID: *jadbe0000*

SUBSCRIBER STATUS: *Active*

- [reset](#) Subscriber Password
- [modify](#) Subscriber Affiliations and Roles
- [change](#) Subscriber Email Address
- [change](#) Subscriber's Name
- [suspend](#) Subscriber Account

ORGANIZATION AGREEMENT | PRIVACY | ABOUT OHP | CONTACT

Done Internet 100%

To assign the QA Manager Role, simply choose the correct affiliation for the Subscriber, then select “QA Manager” from the Role drop-down list.

The screenshot shows the OneHealthPort administration interface. The page title is "Subscriber Profile Manager" and the sub-section is "Modify Subscriber's Affiliations & Roles". The subscriber information is displayed as "SUBSCRIBER NAME: Jane Doe" and "USER ID: jadoe0000".

Instructions for adding an affiliation and role are provided:

- TO ADD AN AFFILIATION AND/OR ROLE**
 1. choose a new Affiliation
 2. choose a new Role
 3. click the 'update' button

The current affiliation and role are shown in a table:

Affiliation	Role	delete
My Organization	QA Report Manager	<input type="checkbox"/>

An "Update" button is located below the table.

Below this, there are two dropdown menus for "Affiliation" and "Role". The "Role" dropdown is open, showing a list of roles with "QA Report Manager" selected. The "Update" button is to the right of the dropdowns.

At the bottom of the page, there are links for "ORGANIZATION AGREEMENT | PRIVACY | ABOUT OHP | CONTACT".

Congratulations! You are finished!