

This document lists the steps required to modify a CPAR user's role by:

- Adding or removing panels
- Adding or removing facilities
- Changing personal information or remote access
- Terminating the Panel Administrator's role

Log In:

- Log into **AHS IAM** at <https://iam.ahs.ca/>
- Refer to the “**Log In**” section in Quick Reference [Setting Up a Panel Administrator](#) for detailed procedure.

Modify CPAR user's account:

- Click “**Request or Modify Access**” on the AHS IAM Home page.
- Under the “**Existing User**” radio button from the Access Request page.
- Click the “**Advanced Search**” down arrow for a list of search criteria.
- Enter last name, first name and click “**Search.**”

- A list of users that match the criteria will display.
- Click “**Select**” beside the correct user's name.
- From the “List of Available Entitlements and Resources” page click “**Change Access**” beside CPAR User Registration. Click “**Next.**”

- The user's **CPAR Details** display on the “Complete Access Request” page.
- The **Request Type** drop down defaults to “**Modify.**”
- The role(s) assigned to the user display under “**Available Roles.**”
- The “**CPAR Role**” section lists the details of the facility (s) and panel (s) that the user has been assigned.

NOTE

Only the facilities and panels for which the CPAR AA has been authorized display in the drop-downs.

Add or remove a panel(s):

- The facilities and panels that the user is currently authorized for display.
- To **add a panel** – to an existing facility click on the “**Panel Name**” drop-down and select the panel name-number.
- To **add a panel** - to a new facility, select the facility from the “**Facility Billing ID**” drop-down, then select the panel from the “**Panel Name**” drop down.
- To **remove a panel** – click on the red “**Remove**” button next to the Panel Name under the appropriate facility.
- Scroll to the bottom and click “**Submit Request.**”

Add or remove a facility(s):

- To **add a facility** – from the **Facility Billing ID** drop-down, select the facility to be added. Select from the “**Panel Name**” drop down the

panels at the facility that are to be added.

- **To remove a facility** – click the **“Remove”** button next to the Facility that is being removed.
- Removing a facility removes authorization for all panels at that facility.
- Scroll to bottom and click **“Submit Request.”**

Changing Personal Information:

- Follow the steps listed above under **“Modify CPAR user’s account”** to search for the user.
- Once you have selected the user from the “List of Available Entitlements and Resources” page click **“Change Access”** beside CPAR User Registration. Click **“Next.”**
- Once you have selected the user from the “List of Available Entitlements and Resources” page click **“Change Access”** beside CPAR User Registration. Click **“Next.”**
- Scroll down to **“CPAR Role Contact Information.”**
- The fields that display can be modified:
 - **Phone number**
 - **E-mail**
 - **Location – primary place of work**
- This information is stored in CPAR as contact information for the Panel Administrator.
- Refer to the Quick Reference for [Updating Remote Access](#).

Terminating Panel Administrator’s role:

- Follow the steps listed above under “Modify CPAR user’s account” to search for the user.
- Once you have selected the user from the “List of Available Entitlements and Resources” page click **“Change Access”** beside CPAR User Registration. Click **“Next.”**
- Click the **“Remove”** button next to each facility that the Panel Administrator’s role is to be removed from.
- Scroll to bottom and click **“Submit Request.”**