

Modifying a CPAR Panel Administrator's Account

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 <u>Setting Up a Panel Administrator</u>
 for detailed procedure.

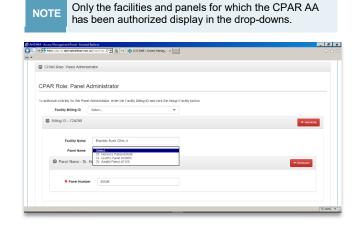
Modify CPAR user's account:

- 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.



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" dropdown, 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:
 - o Phone number
 - o 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."