

## Adding and Modifying Users in the Early Intervention Data System

System Administrators can create new user accounts and modify existing user accounts in the Early Intervention Data System (EIDS). System Administrators are associated with contractors and can add or modify users only within the scope of the contractor(s) for which they are a System Administrator. Only DODD staff can create a new System Administrator or add the System Administrator role to an existing EIDS account.

### Adding a New User

Before creating a **new** EIDS user, the user must first request access to the DODD portal. For instructions on how to create an account on the DODD portal, please see the documents titled “EIDS Account Access Instructions” located here <https://ohioearlyintervention.org/data-system>. Once the user has been issued a DODD account user name or successfully requested that EIDS be added to a current DODD portal account, please wait 24 hours and then proceed with the steps below.

**Step 1:** Search for an existing account using the person’s first and last name to ensure that you do not create a duplicate account. If you find an existing account, please follow the “Modifying a User” instructions on page 4 of this document.

The screenshot shows the EIDS Administration interface. The top navigation bar includes Home, Reports, Administration (circled in red), ET Info, and F.A.Q.S. The left sidebar contains Master Agency List, Workers/Users (circled in red), Roles List, and Contractor Spend Rate. The main content area is titled 'Worker/User List' and contains a form with the following fields: County (dropdown), Contract (dropdown), Agency (dropdown), Role (dropdown), Status (radio buttons for Active, Inactive, and All, with All circled in red), Last Name (text input), and First Name (text input). Search and New buttons are located at the bottom right of the form.

**Step 2:** Once you have verified that there is not an existing user, click the “New” button to begin adding the new account.

This screenshot is identical to the previous one, showing the 'Worker/User List' form. The 'New' button at the bottom right is circled in red.



**Step 3:** Following the signed EIDS Role Request Form, fill in the user’s last name, first name, street address, phone number, email, and license information. It is very important that the first name, last name and email address match the information that was given when creating a DODD portal account. If one of these fields differ in any way, the data system will not be able to locate the user name.

**Step 4:** Check the “Early Track User?” box. This will generate a list of available user names that are linked to the first name, last name, and email address provided on the DODD Portal. Check the box next to the correct user name.

Worker/User List    Worker/User Detail

**\*Last Name:** Hoffman

**\*First Name:** Cydney

**Street Address:** 30 E Broad St  
12th Floor

Enter the zip code to auto-populate the city and state

**City/State:** Columbus, OH    **Zip:** 43215

**\*\*Phone #:** (123 ) 456 -7890 ext.    **Fax #:** ( ) - ext.

**\*\*E-mail Address:** cydney.hoffman@dodd.ohio.gov

**\*\*OPDN Registry Number:** -

**\*License(s) applicable for direct billing:**  
 Licensed Social Worker  
 Registered Nurse  
 Other or No License

**Early Track User?:**  (Checking this box will add an Early Track user account if one does not already exist)

	User Name	First Name	Last Name
<input checked="" type="checkbox"/>	hoffmanc	Cydney	Hoffman
<input type="checkbox"/>	(not listed)		

**Last EarlyTrack Login:**

Role	Scope	
		Remove

\* Indicates required field.  
\*\* Indicates conditionally required field

Save    Cancel

**Tip:** Can’t locate the user name? Verify that the user has created a DODD portal account over 24 hours ago, was issued a user name, and that all information being entered into EIDS matches that account information. If you have verified all of these things and still cannot locate the user name, send a help request to [EIDS@dodd.ohio.gov](mailto:EIDS@dodd.ohio.gov).



**Step 5:** Assign the approved roles (those listed on the EIDS Role Request Form) and indicate the scope of each role when it is relevant. Click “Save” to add the new account.

Worker/User List    Worker/User Detail

**\*Last Name:** Hoffman

**\*First Name:** Cydney

**Street Address:** 30 E Broad St  
12th Floor

Enter the zip code to auto-populate the city and state

**City/State:** Columbus, OH    **Zip:** 43215

**\*\*Phone #:** (123 ) 456 -7890 ext.    **Fax #:** ( ) - ext.

**\*\*E-mail Address:** cydney.hoffman@dodd.ohio.gov

**\*\*OPDN Registry Number:** -

**\*License(s) applicable for direct billing:**  
 Licensed Social Worker  
 Registered Nurse  
 Other or No License

**Early Track User?:**  (Checking this box will add an Early Track user account if one does not already exist)

	User Name	First Name	Last Name
<input checked="" type="checkbox"/>	hoffmanc	Cydney	Hoffman
<input type="checkbox"/>	(not listed)		

**Last EarlyTrack Login:**

Role	Scope	
Centralized Data Entry Staff	Franklin Early Intervention (Franklin County Early Intervention Contractor)	Remove
Contractor Access (Read Only)	Franklin Early Intervention (Franklin County Early Intervention Contractor)	Remove
		Remove

\* Indicates required field.  
\*\* Indicates conditionally required field

Save    Cancel

## Modifying a User

**Step 1:** Search for the existing account using the person's first and last name.

The screenshot shows the top navigation bar with 'Administration' circled in red. On the left sidebar, 'Workers/Users' is also circled in red. The main content area shows the 'Worker/User List' search form with the following fields:

- County: Select County
- Contract: [Empty]
- Agency: [Empty]
- Role: Select Role
- Status:  Active  Inactive  All
- Last Name: [Empty]
- First Name: [Empty]

Buttons for 'Search' and 'New' are located at the bottom right of the form.

**Step 2:** Locate the correct account to be modified and click the edit icon (  ) to open the account.

The screenshot shows the search results for the user 'Hammond, Taylor'. The search form fields are filled with the following values:

- County: Select County
- Contract: [Empty]
- Agency: [Empty]
- Role: Select Role
- Status:  Active  Inactive  All
- Last Name: Hammond
- First Name: Taylor

A red arrow points to the 'Last Name' field. Below the search form is a table with the following data:

Name	Role(s)
<input checked="" type="checkbox"/> Hammond, Taylor	<a href="#">ODH Super Users</a>

Buttons for 'Search' and 'New' are located at the bottom right of the table.



**Step 3:** Proceed with updating account information, adding new roles, and removing roles from this screen. In order to remove an account entirely, remove all roles from the account and also uncheck the “Early Track User?” box. Click “Save” to complete all editing.

Worker/User List    Worker/User Detail

**\*Last Name:** Hammond  
**\*First Name:** Taylor  
**Street Address:**  
**City/State:**  **Zip:**   
*Enter the zip code to auto-populate the city and state*  
**\*\*Phone #:** (123) 456-7890 ext.   
**Fax #:** ( ) - - ext.   
**\*\*E-mail Address:** Taylor.Hammond@dodd.ohio.gov  
**\*\*OPDN Registry Number:** - - - - -

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 Licensed Social Worker  
 Registered Nurse  
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**Early Track User?:**  (Checking this box will add an Early Track user account if one does not already exist)

**Last EarlyTrack Login:** Tuesday, November 14, 2017 7:18 AM

Role	Scope	
ODH Super Users		<input type="button" value="Remove"/>
		<input type="button" value="Remove"/>

\* Indicates required field.  
\*\* Indicates conditionally required field

Unchecking this box deactivates the EIDS account entirely

Early Track User? (Checking this box will add an Early Track user account if one does not already exist)

	User Name	First Name	Last Name
<input checked="" type="checkbox"/>	hammondta	Taylor	Hammond
<input type="checkbox"/>	(not listed)		