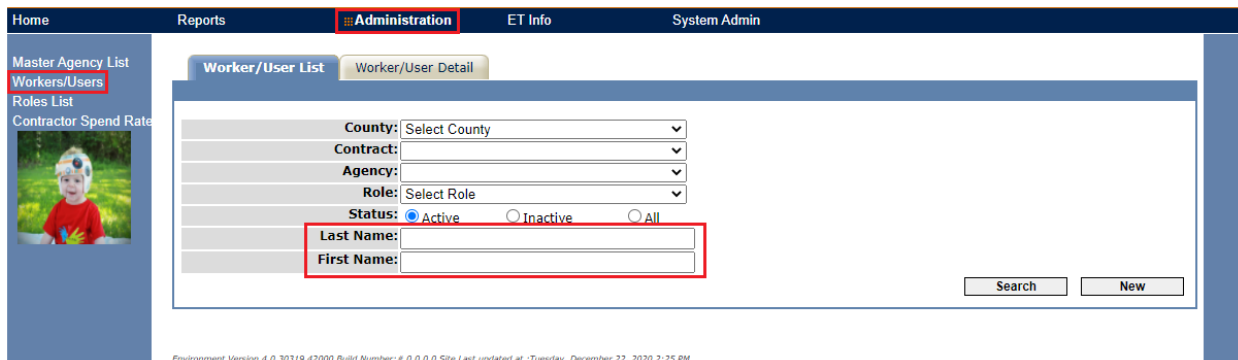# Adding and Modifying User Accounts in EIDS

System Administrators can create new user accounts and modify existing user accounts in the Early Intervention Data System (EIDS), including all roles except the System Administrator role. Only DODD staff can create a new account with the System Administrator role or add the System Administrator role to an existing EIDS account. A list and description of all available EI roles is included at the end of this document.
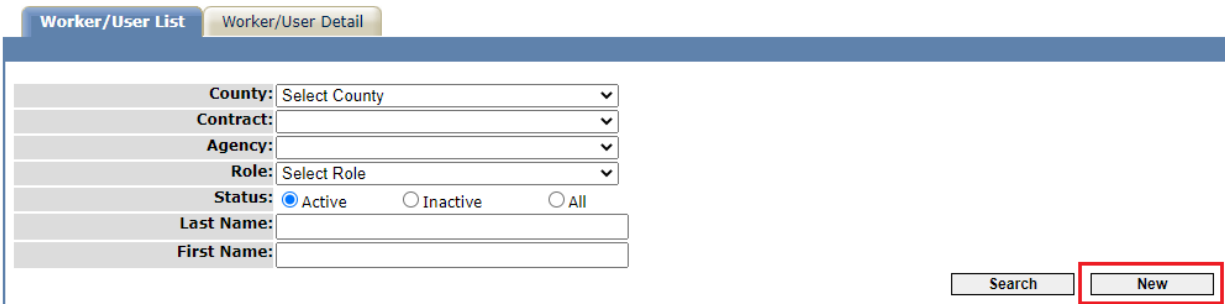
Adding a New User Account

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

First, 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 beginning on page 4 of this document.

Once you have verified that there is not an existing user, click "New" to begin adding the new account.

Enter the user's **Last Name**, **First Name**, **Phone Number**, and **E-mail Address** and check the applicable box for the **License(s) applicable for direct billing** field. Then 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 as entered. Check the box next to the user name associated with EIDS.

Note: It is very important that the first name, last name, and email address match the information that was used to create the DODD portal account. If one of these fields differs in any way, the data system will not be able to generate the username.

If the username is not generated, verify that the user created a DODD portal account and/or requested access to EIDS at least 24 hours ago, received confirmation they had been granted access to EIDS, and that all information being entered matches what was used to set up the DODD portal account. If you have verified all of these things and still cannot locate the username, email eids@childrenandyouth.ohio.gov.

After you have selected a username, add the applicable role(s) and indicate the scope of each role when applicable. Click "Save" to add the new account.

Worker/User List	Worker/User Detail

*Last Name:	Hammond
*First Name:	Taylor
Street Address:	
	Enter the zip code to auto-populate the city and state
City/State:	⌄ Zip:
**Phone #:	(555) 555 - 5555 ext.
Fax #:	( ) - ext.
**E-mail Address:	Taylor.Hammond@dodd.ohio.gov
**OPDN Registry Number:	____ - ____
*License(s) applicable for direct billing:	☐ Licensed Social Worker ☐ Registered Nurse ☑ Other or No License
EIDS User?:	☑ (Checking this box will add an Early Intervention Data System user account if one does not already exist)

	User Name	First Name	Last Name
☑	TayEIDStest	Taylor	Hammond
☐	(not listed)		

Last EIDS Login: Tuesday, June 23, 2020 2:20 PM

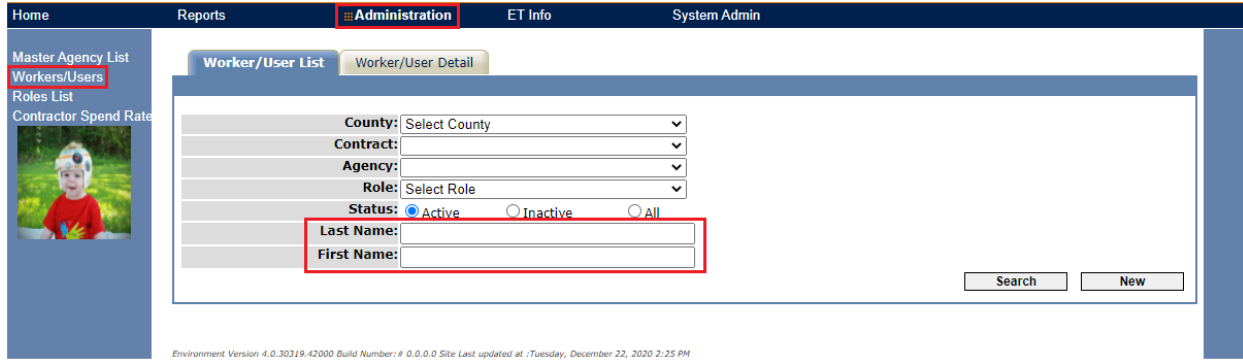| Role	Scope	
System Administrator / Early Interver ⌄	Franklin ⌄	Remove
	Early Intervention (Franklin County Early Intervention Contractor) ⌄	
⌄		Remove

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

Impersonate	Save	Cancel

Modifying a User Account

Search for the existing account using the person's first and last name.

Locate the correct account to be modified and click the edit (pencil) icon to open the account.

Add the applicable role(s) using the *Role* dropdown and remove any unneeded roles using the "Remove" button. To deactivate an account, remove all roles from the account and also uncheck the "Early Track User?" box. Click "Save" to complete all editing.

Early Intervention Roles

- **Clinical Supervisor:** Access and perform data entry in all records in designated SC agencies; assign new referrals in designated county/ies to Service Coordinators in the designated SC agency
- **Contractor Access (Read Only):** Access all records in designated county/ies (cannot perform data entry)
- **County Transfer Email Recipient:** Receive email if another requests a record to be transferred
- **Data Entry Staff:** Access and perform data entry in all records in designated county/ies; assign new referrals in designated county/ies to Service Coordinator Agencies or Service Coordinators
- **Service Coordinator:** Access and perform data entry in all records assigned to user; view all records assigned to user on dashboard
- **Service Coordinator (Read Only):** Access all records assigned to user (cannot perform data entry); view all records assigned to user on dashboard
- **System Administrator:** Access and perform data entry in all records in designated county/ies; assign new referrals in designated county/ies to Service Coordinator Agencies or Service Coordinators; add and modify user accounts for all EI roles other than System Administrator