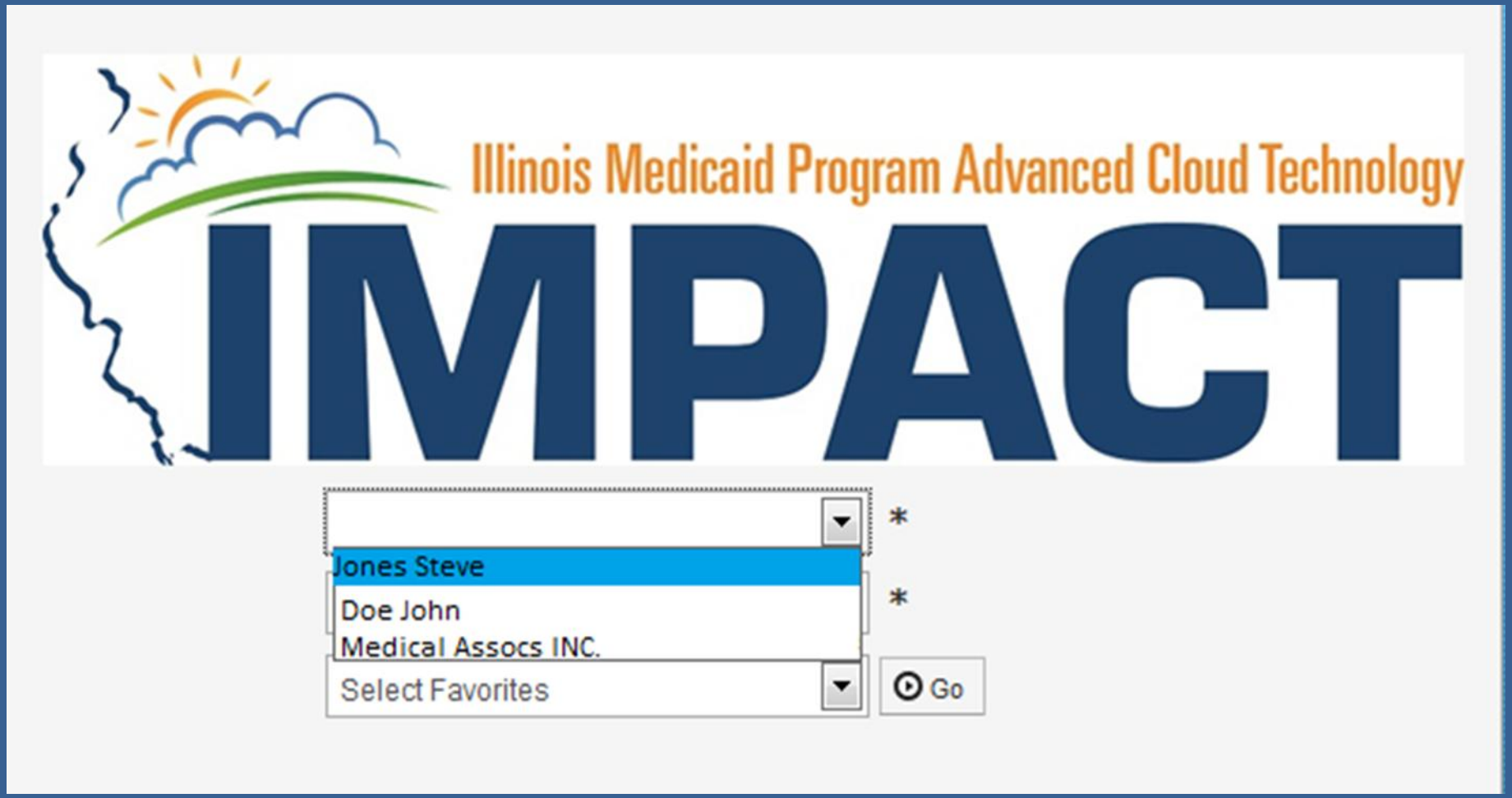
ILLINOIS PROVIDER ENROLLMENT

Provider Domain Administrator:
Granting Access Rights
Changing Access Rights
Removing Access Rights

Domain Administrator

- The user who submits an application to the State for approval becomes the ***Domain Administrator*** over that enrollment after the application has been approved by the State.

Granting Access Rights



- After logging into IMPACT, from the first drop down on the Portal page, select the enrollment for which access rights are being granted.

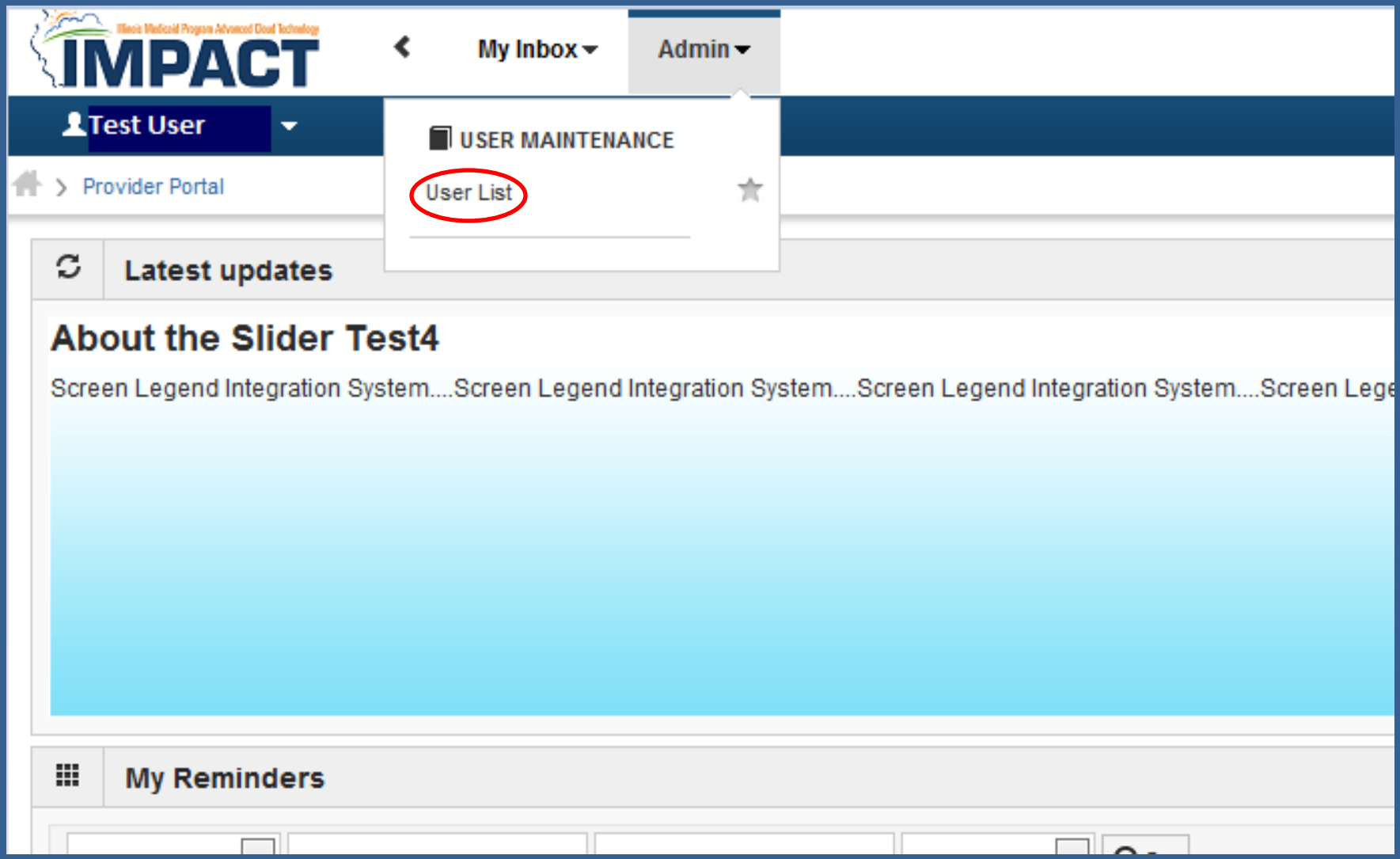
Granting Access Rights

- Profiles:
  - ***Domain Administrator***: Grants and Removes Rights to an enrollment only.
  - ***Provider Enrollment Access***: Completes, modifies and manages enrollment.
  - ***View Provider Enrollment***: View only access.

Granting Access Rights

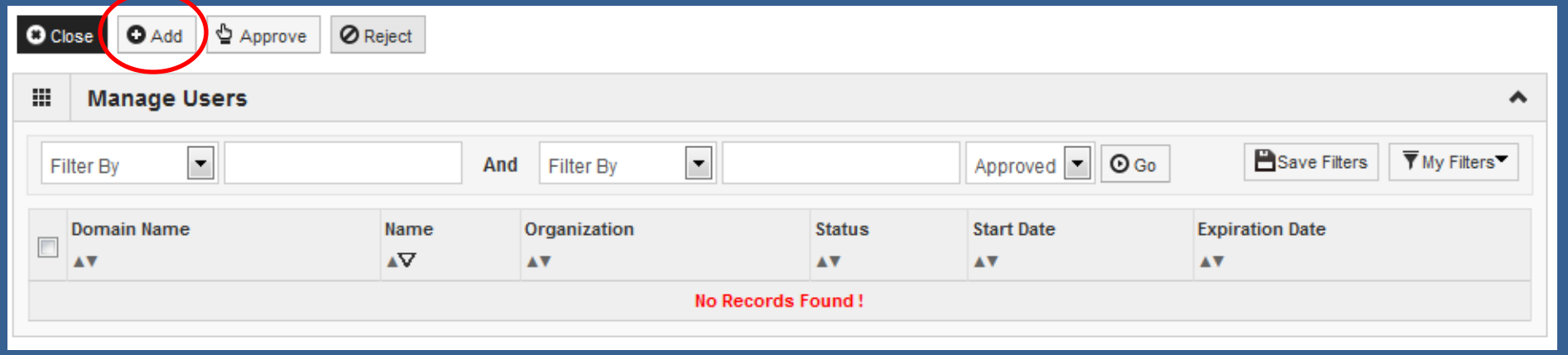
- From the second drop down on the portal page, select Domain Administrator.
- Click ***Go***.

Granting Access Rights



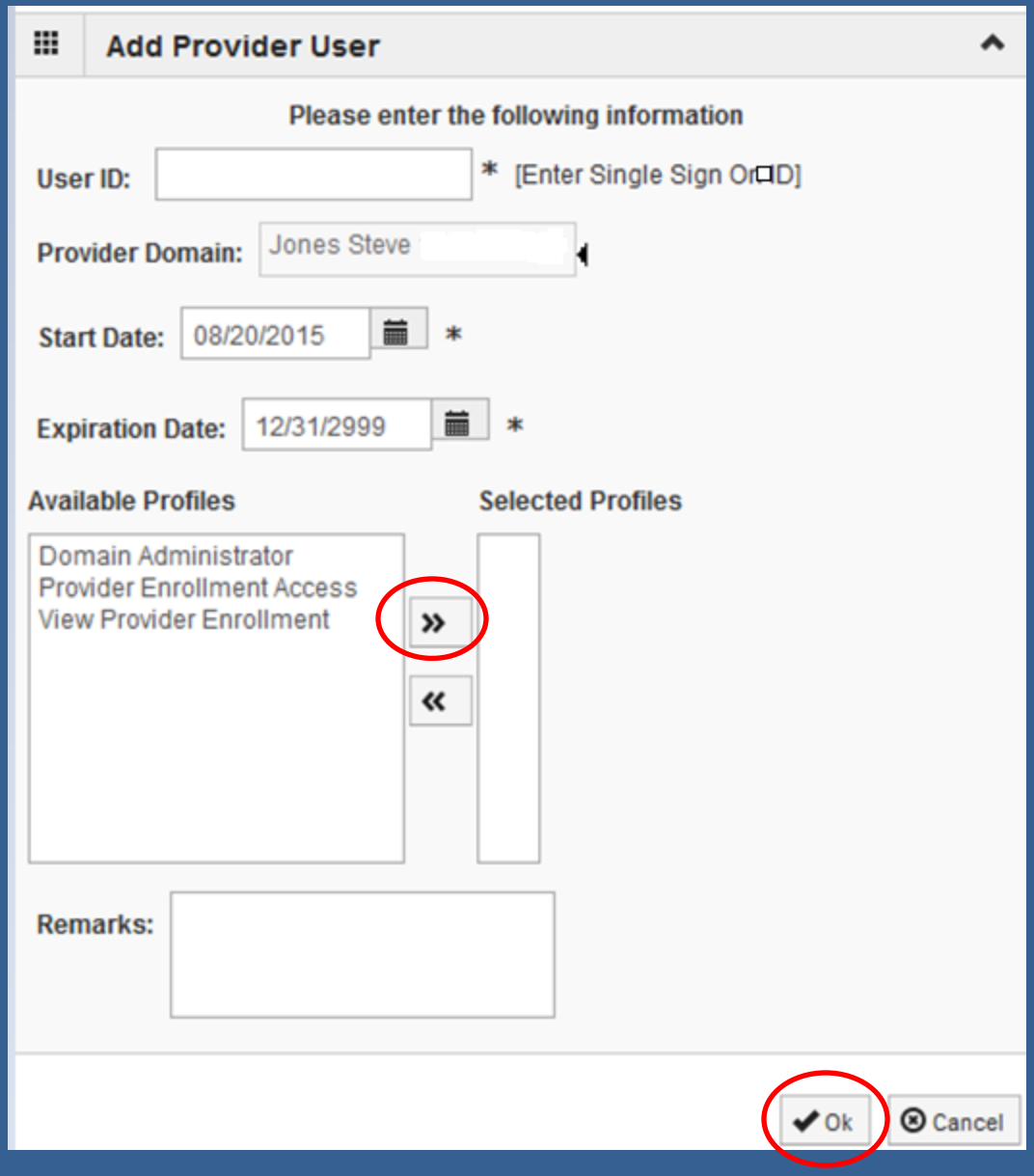
- From the IMPACT Home Page, click on the ***Admin*** and choose ***User List*** from the drop down.

Granting Access Rights



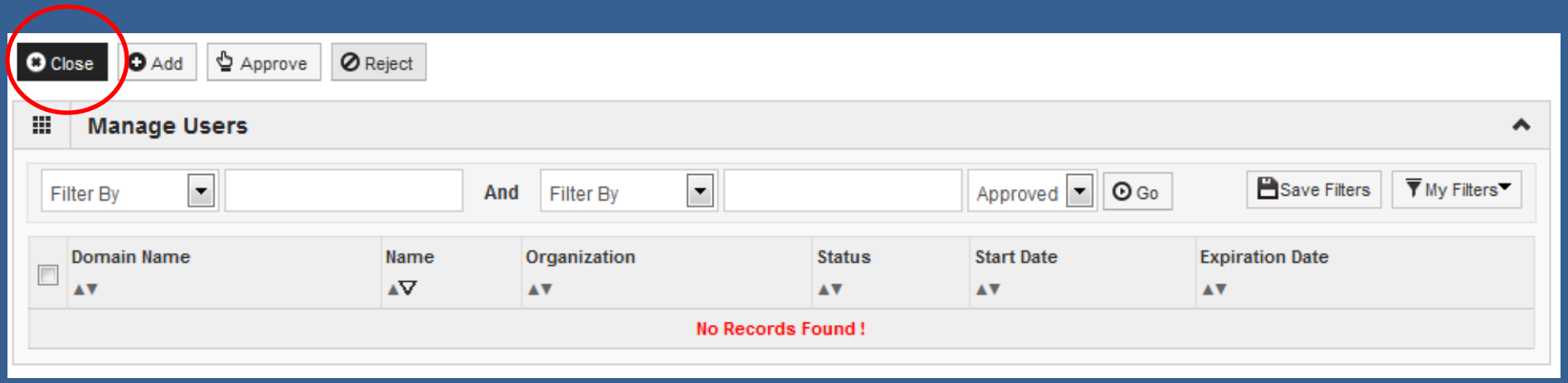
- Click ***Add*** to grant access to this enrollment.

Granting Access Rights



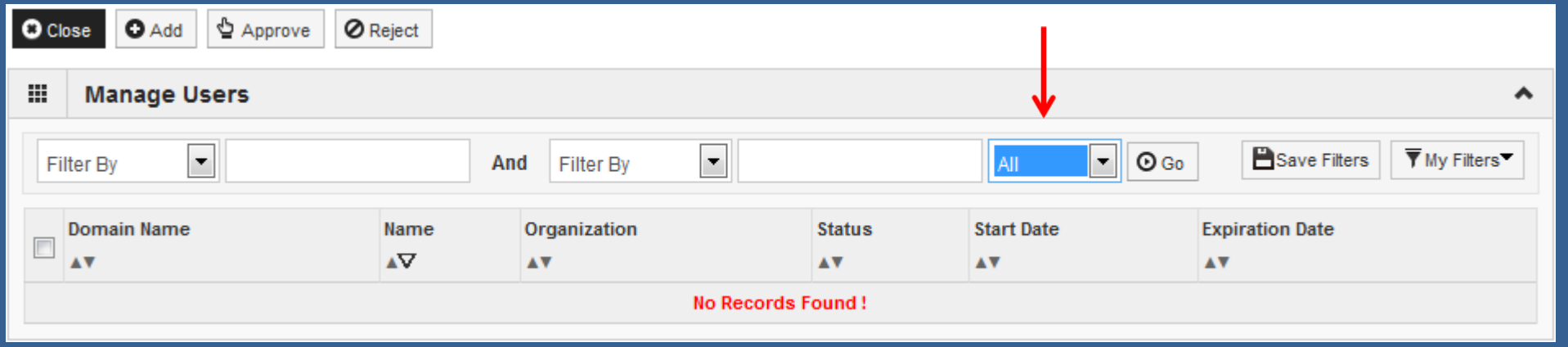
- ***User ID***: Enter the User Id (Single Sign-on ID) of the person to whom access is being granted.
- ***Start Date***: Enter current or future date.
- ***End Date***: Enter a specific date if known or, if rights are ongoing, leave blank and it will default to 12/31/2999.
- Choose the desired profile(s) from ***Available Profiles*** and use the ***double arrows*** to move them to ***Selected Profiles***.
- Click ***Ok*** when complete.

Granting Access Rights



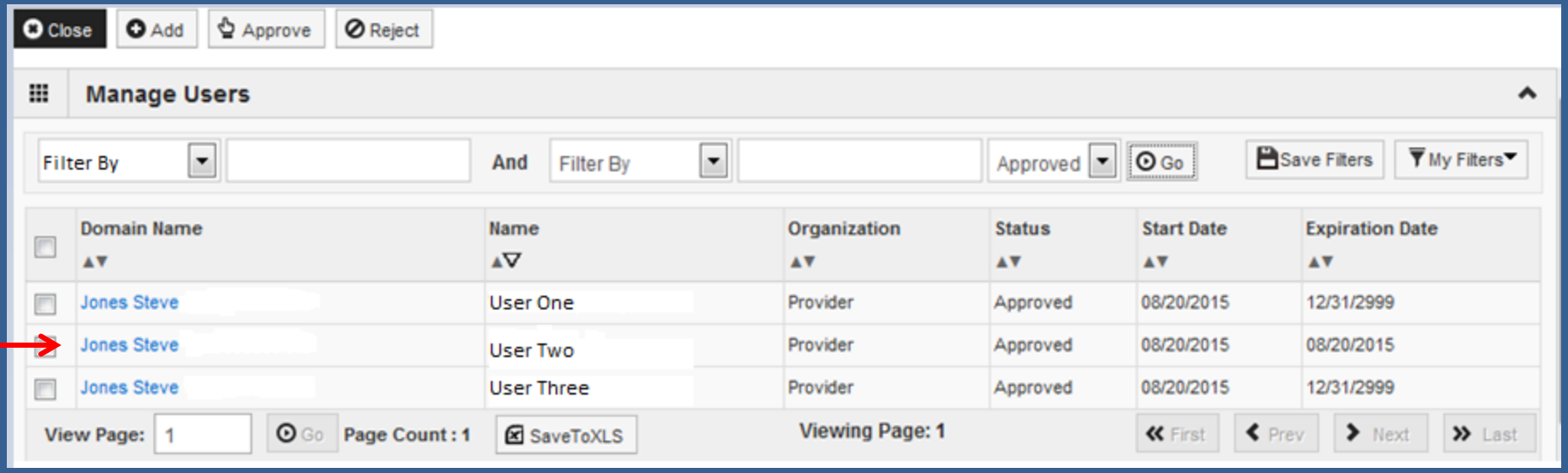
- Even though, ***No records found*** is presented, the selected user has been granted access to the enrollment chosen.
- Click ***Close*** to exit.

Granting Access Rights



- Near the filter by fields is a drop down that defaults to ***Approved***. Choose ***All*** from this drop down.
- Click ***Go***.

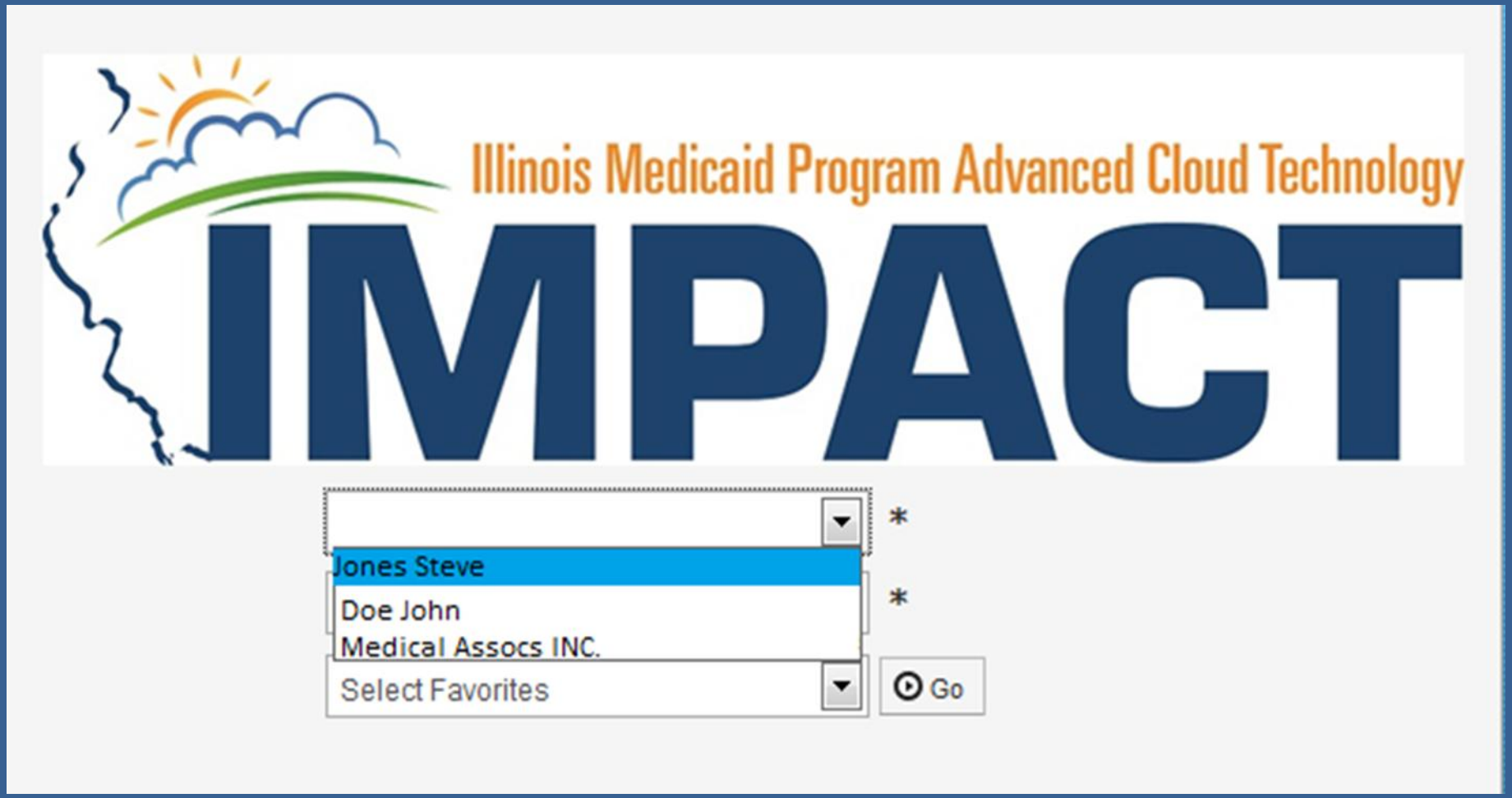
Granting Access Rights



- A list of all users who have access to this enrollment will be displayed. To see what access each user has, click on the hyperlinked ***Domain Name***.

This slide was intentionally left blank

Changing Access Rights

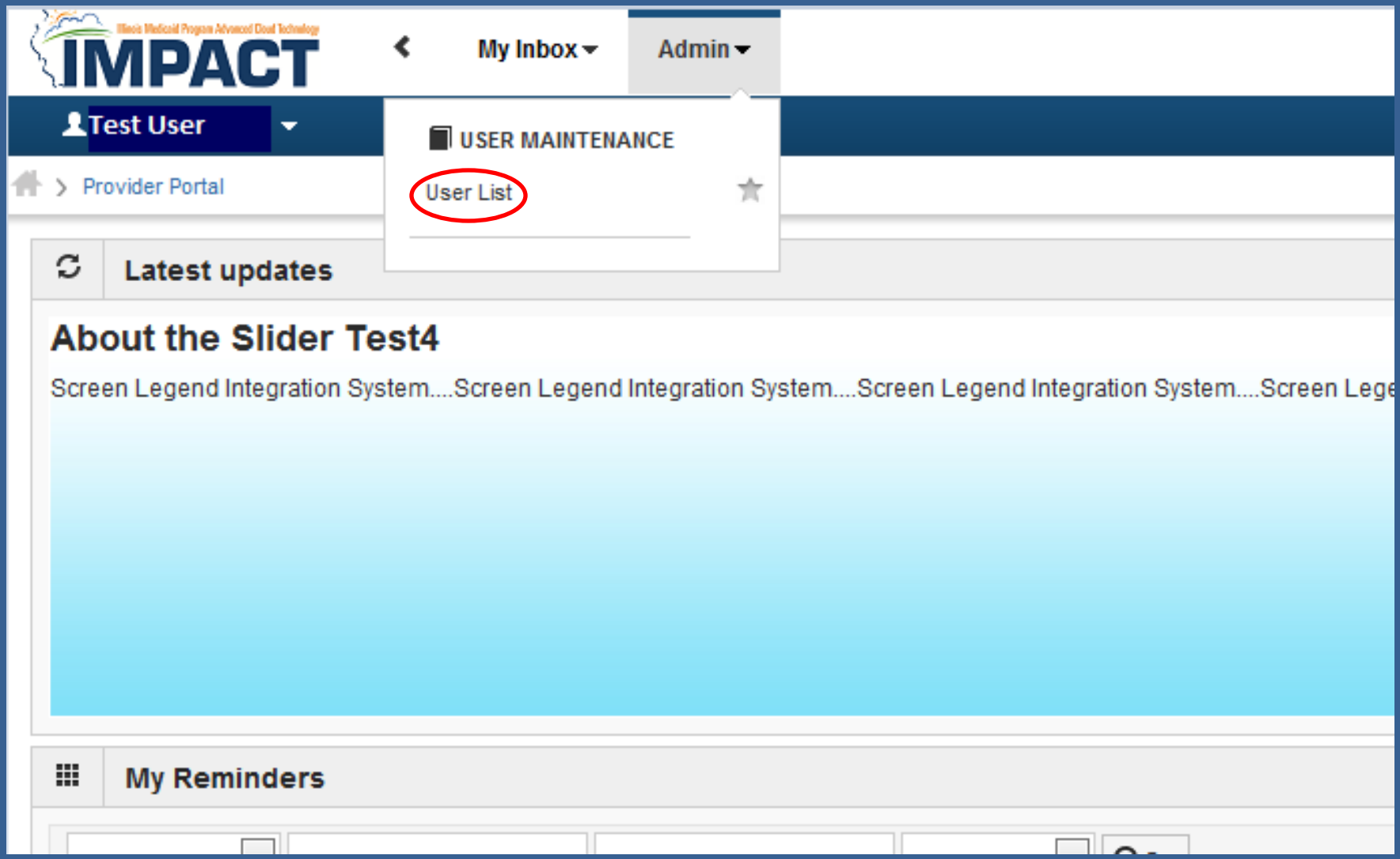


- After logging into IMPACT, from the first drop down on the Portal page, select the enrollment for which access rights are being changed.

Changing Access Rights

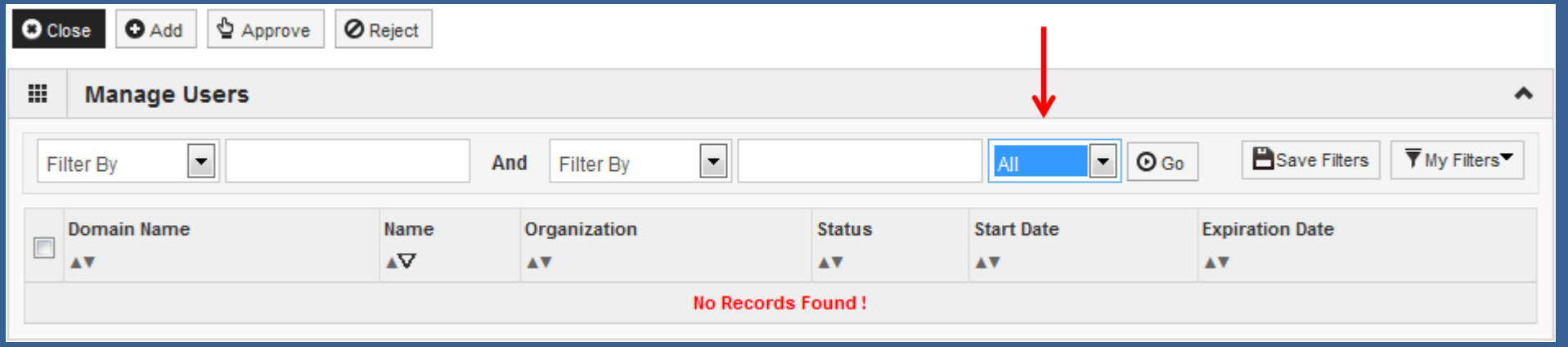
- From the second drop down on the portal page, select Domain Administrator.
- Click ***Go***.

Changing Access Rights



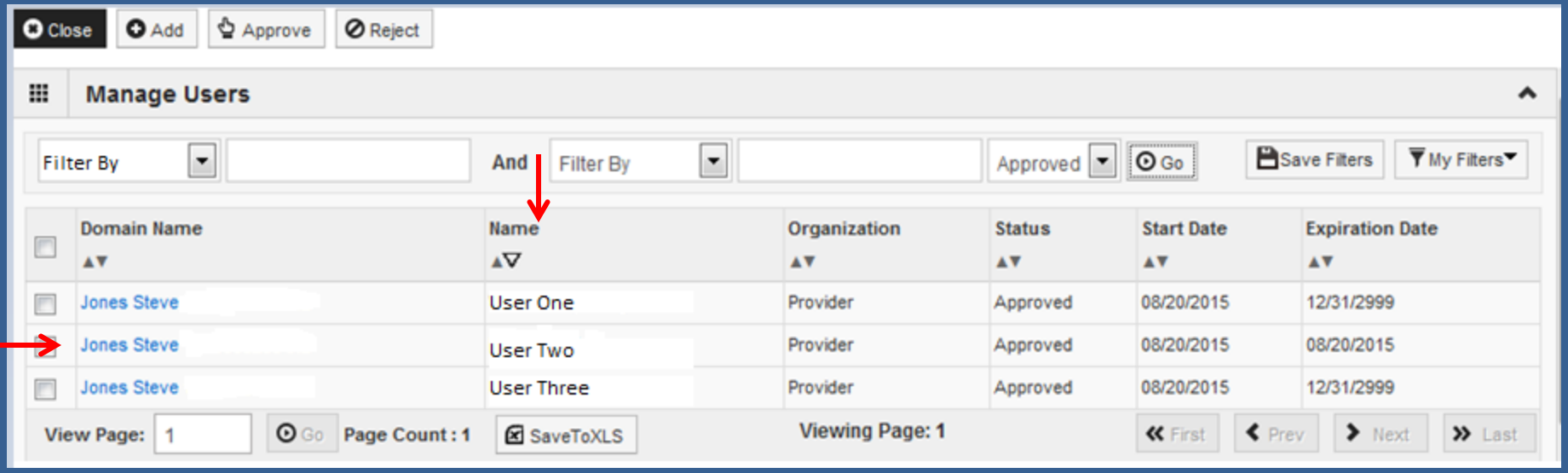
- From the IMPACT Home Page, click on the ***Admin*** and choose ***User List*** from the drop down.

Changing Access Rights



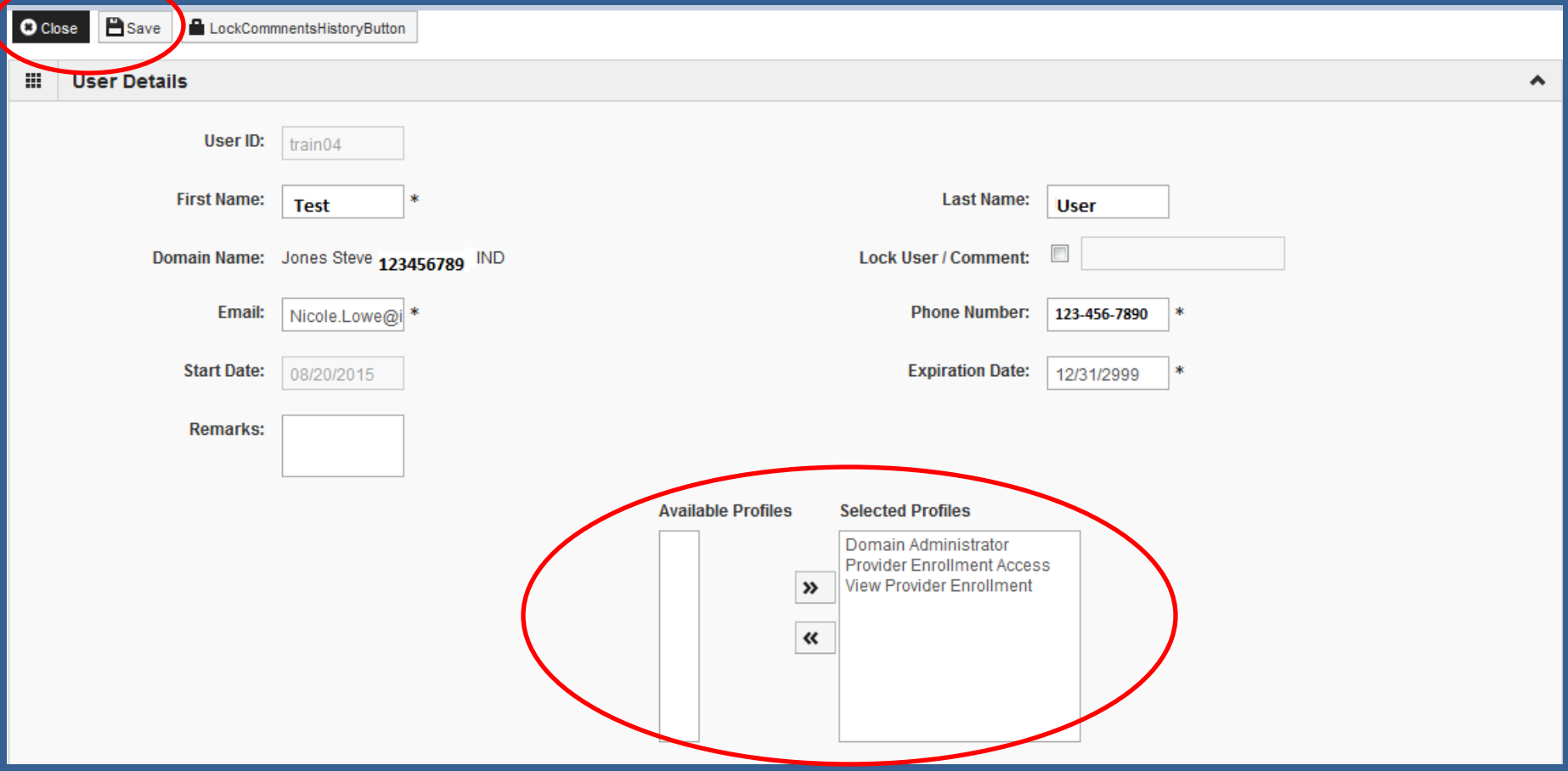
- Near the filter by fields is a drop down that defaults to ***Approved***. Choose ***All*** from this drop down.
- Click ***Go***.

Changing Access Rights



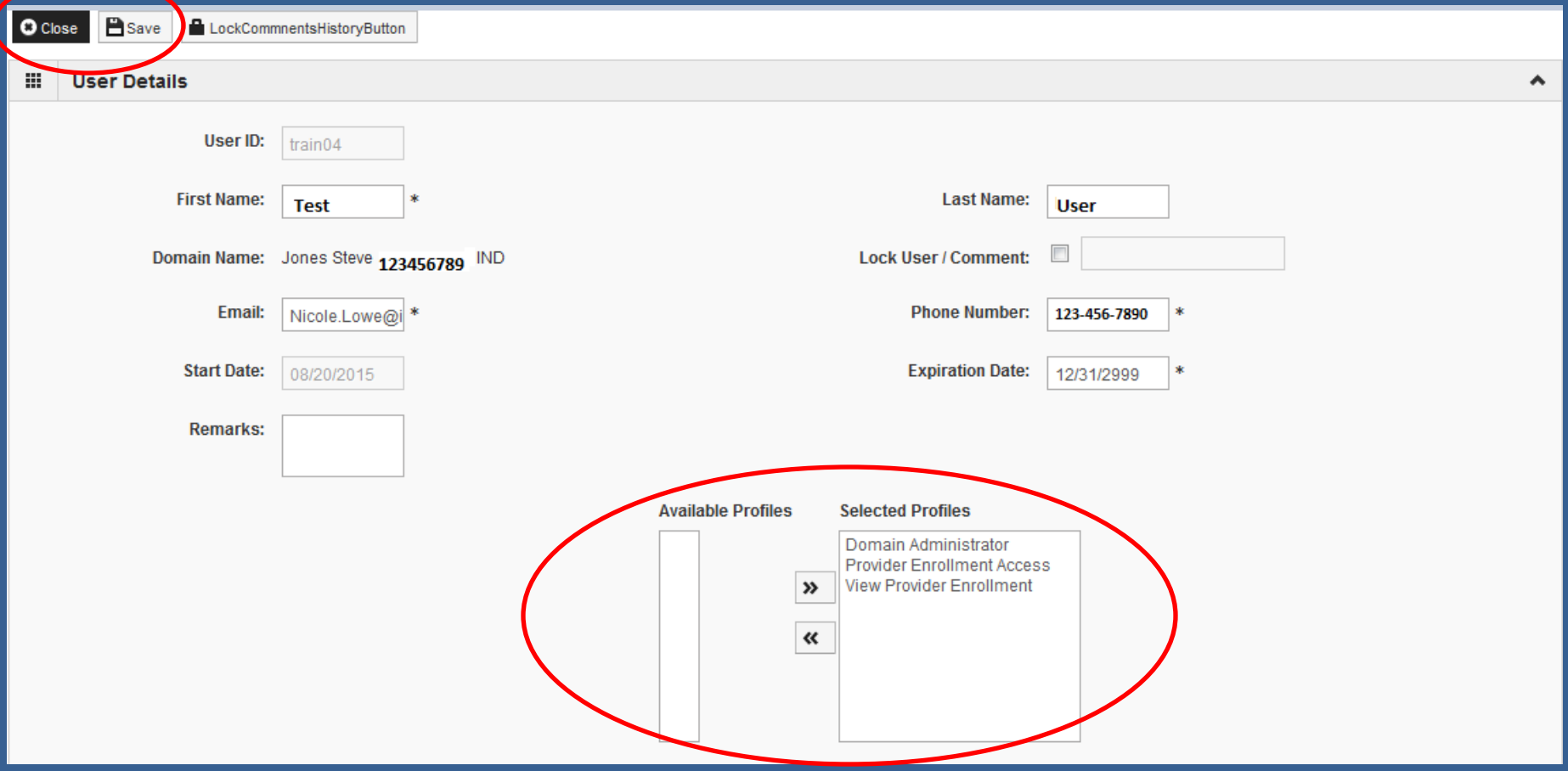
- Locate the user ***Name*** for whom access rights are being changed, then click on the respective hyperlinked ***Domain Name***.

Changing Access Rights



- To change the access rights granted, choose the profiles to be removed from the ***Selected Profiles*** box and use the ***double arrows*** to move them to the ***Available Profiles*** box or from ***Available Profiles*** to ***Selected Profiles*** as needed. There must be at least one profile left under ***Selected Profiles***.
- Comments about the change can be made in the ***Remarks*** field.
- Click ***Save***, then ***Close***.

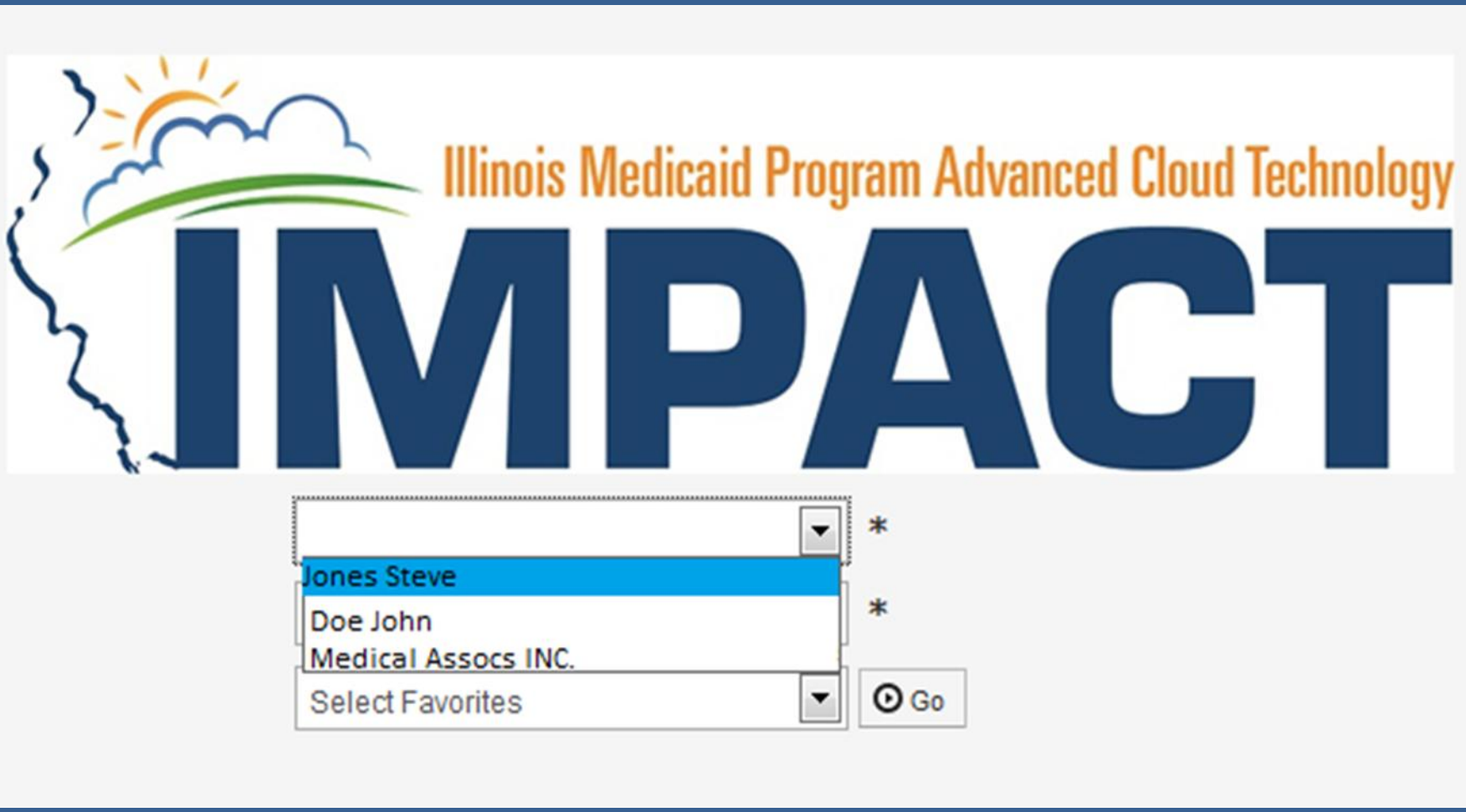
Changing Access Rights



- To change the access rights granted, choose the profiles to be removed from the ***Selected Profiles*** box and use the ***double arrows*** to move them to the ***Available Profiles*** box.
- Comments about the change can be made in the ***Remarks*** field.
- Click ***Save***, then ***Close***.

This page intentionally left blank

Removing Access Rights

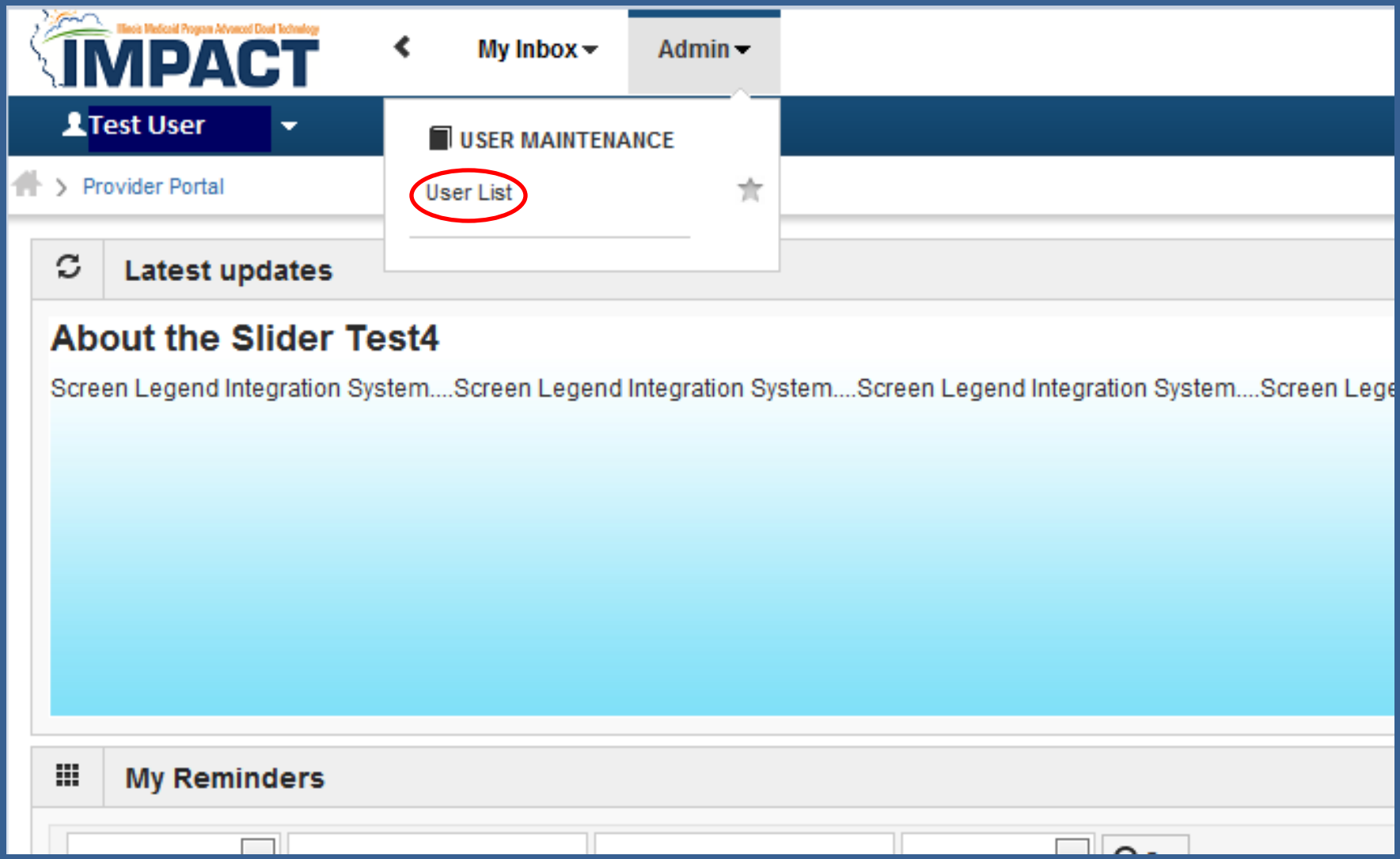


- After logging into IMPACT, from the first drop down on the Portal page, select the enrollment for which access rights are being removed.

Removing Access Rights

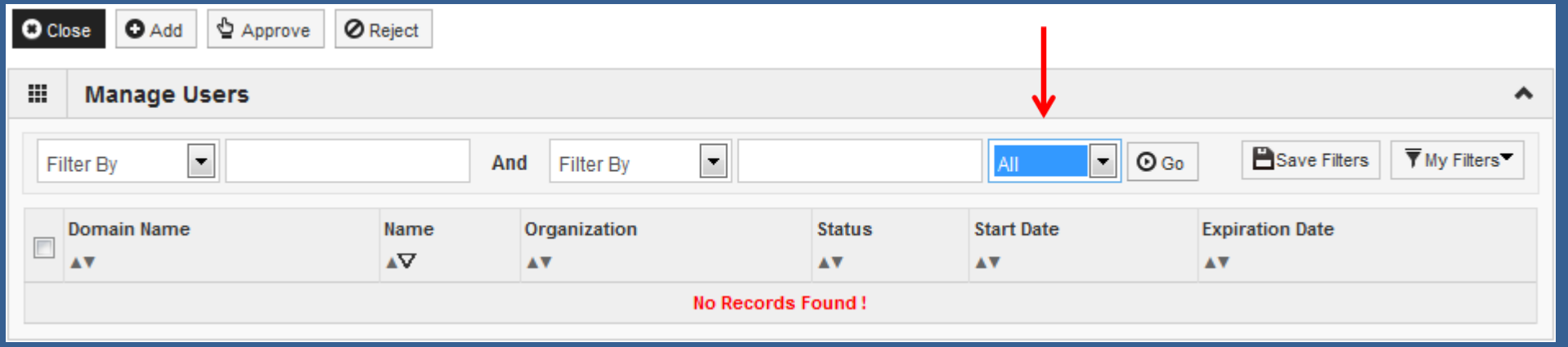
- From the second drop down on the portal page, select Domain Administrator.
- Click ***Go***.

Removing Access Rights



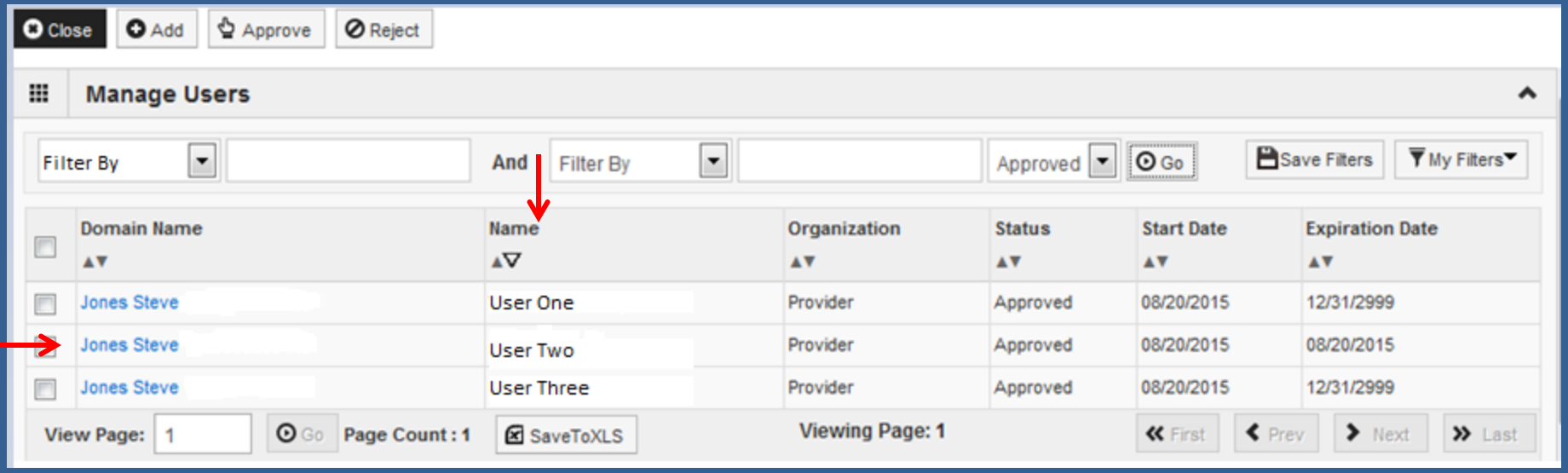
- From the IMPACT Home Page, click on the ***Admin*** and choose ***User List*** from the drop down.

Removing Access Rights



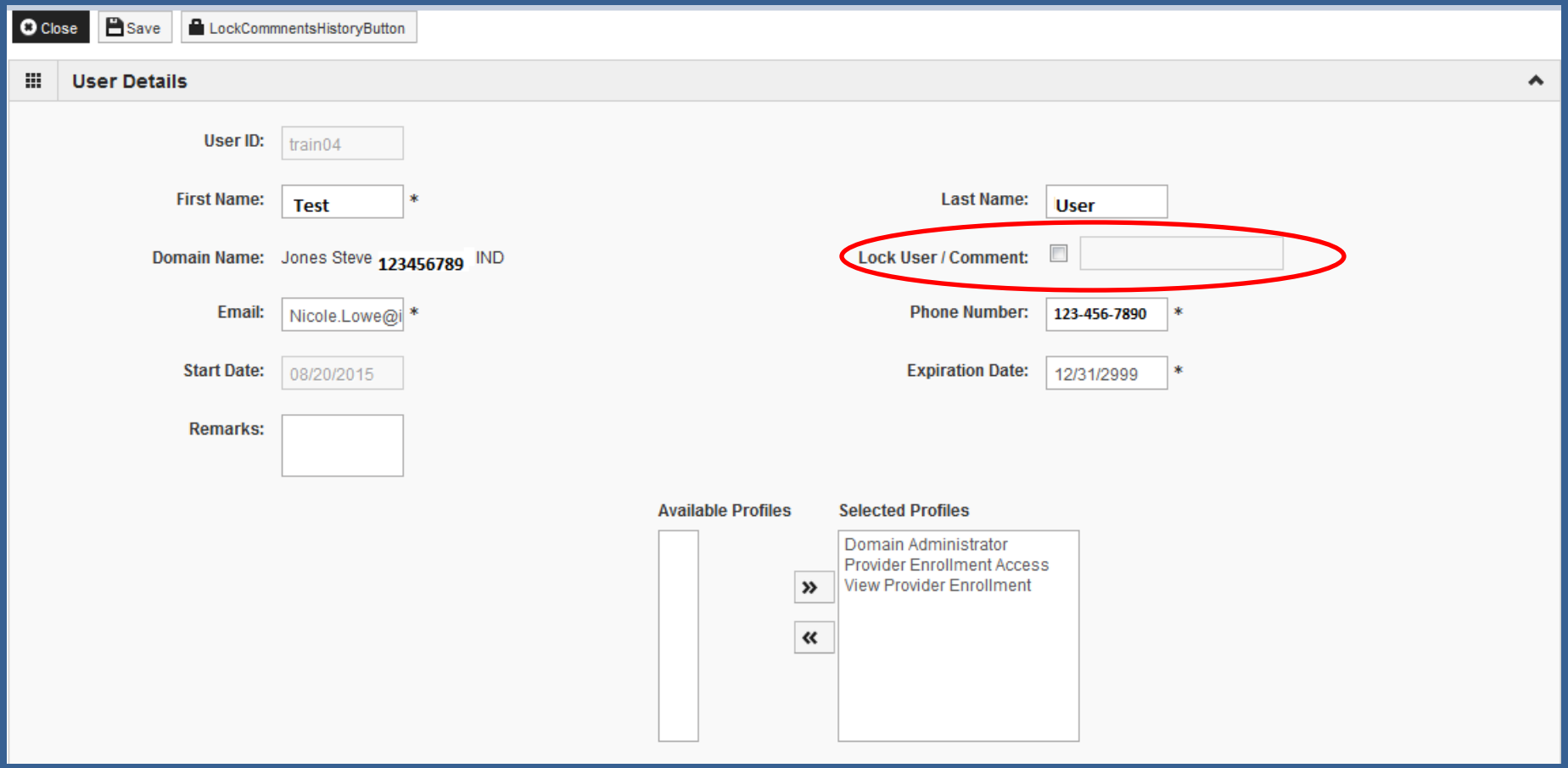
- Near the filter by fields is a drop down that defaults to ***Approved***. Choose ***All*** from this drop down.
- Click ***Go***.

Changing Access Rights



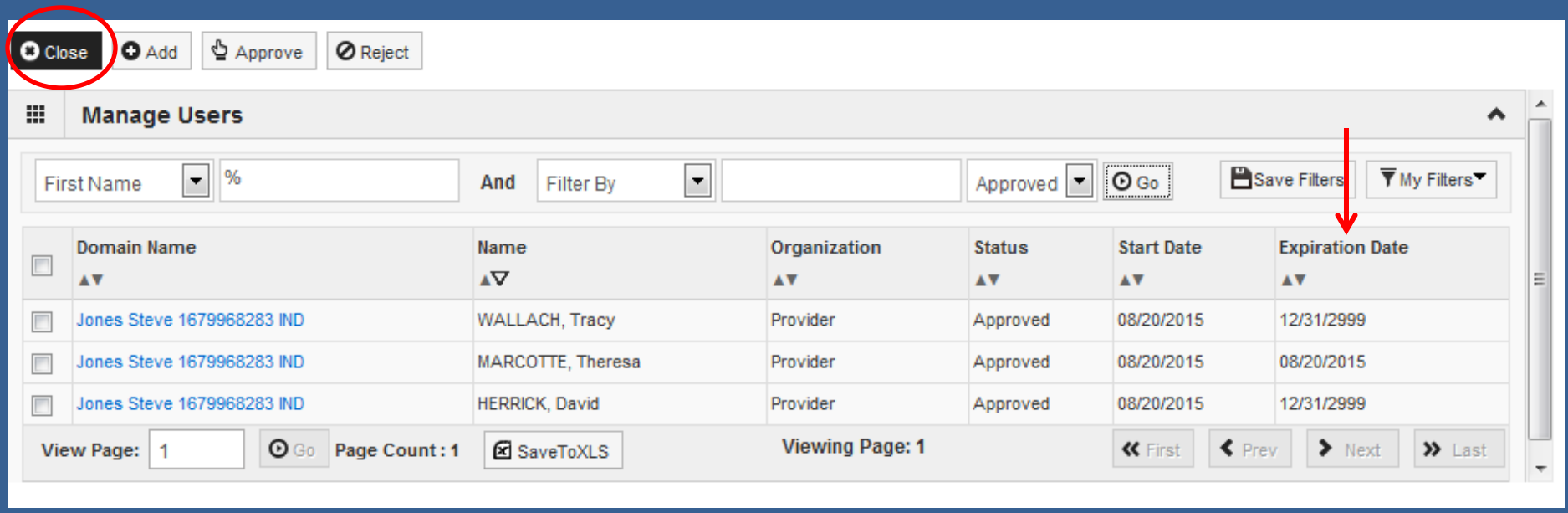
- Locate the user ***Name*** for whom access rights are being removed, then click on the respective hyperlinked ***Domain Name***.

Removing Access Rights



- To entirely remove a person's rights to the enrollment (***Lock user***), place a check in the box next to ***Lock User/Comment*** and enter a comment in the comment box.
- Enter the date this is to take effect in the ***Expiration Date*** field.
- Click ***Save***, then ***Close***.

Removing Access Rights



- The ***Expiration Date*** for that user's access will be updated on the Manage Users list.
- Click ***Close*** to exit.