

# FASAMS Job Aid

## User Management

1. Log into the system.

### FASAMS Security Server

### Log In

Username or email

Password

Forgot [username](#) or [password](#)?

**Log In**

The site is for use by authorized users only. You are accessing a DCF information system. This information system is for DCF-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following:

You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful DCF purpose, DCF may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful DCF purpose. Any unauthorized access is prohibited and is subject to internal disciplinary actions and/or criminal and civil penalties.

2. Click on the Administration tab

**FASAMS** FASAMS.Training Logout

Administration Configuration Submission Reports

Click on the Administration tab

Upload

**Jobs** Search

Name	Submitter	User	Date	Status	Successful	Errors	Warnings
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3. Note the User tile on the Administration tab.

The screenshot shows the FASAMS Administration interface. The top navigation bar includes 'Administration', 'Configuration', 'Submission', 'Reports', and 'User tile'. The 'Users' tile is highlighted with a red border and contains the following data:

User Name	Name	Email	Status	
FASAMS.Training	Training, FASAMS	fasams.training@gmail.com	Active	⋮

4. Click the '+' symbol to add a new user

This screenshot is identical to the previous one, but with a red arrow pointing to the '+' symbol in the 'Users' tile header, indicating where to click to add a new user.

5. Fill in the fields on the Add User tile including First Name, Last Name, Email, and User Name (Ex. FirstName.LastName) For Initial Group, click on the drop down menu and select the Submitting Entity the new user will be associated with. Click the Add button once all fields are complete.

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Administration Configuration Submission Reports

**Submitting**

Name

FASAMS Training

**Add User**

First Name Last Name  
Training User

Email  
Training.user@feisystems.com

User Name  
Training.User

Initial Group  
FASAMS Training

FASAMS Training

Click the Add button once all fields are complete

Add Cancel

**Groups** Select

Name

Big Bend Community College (BBCBC) Administrator Task

Broward Behavioral Health Coalition (BBHC) Delete Job Function Job Function

6. A new User Workspace screen will open after the Add button is clicked. Click the Manage Roles button on the Account tile to grant the appropriate access to the new user.

**FASAMS** FASAMS.Training Logout

Administration Configuration Submission Reports

< Back **User Workspace**

**Profile**

First Name Last Name  
Training User

Email  
Training.user@feisystems.com

**Groups**

Name  
FASAMS Training

Add Group

**Account**

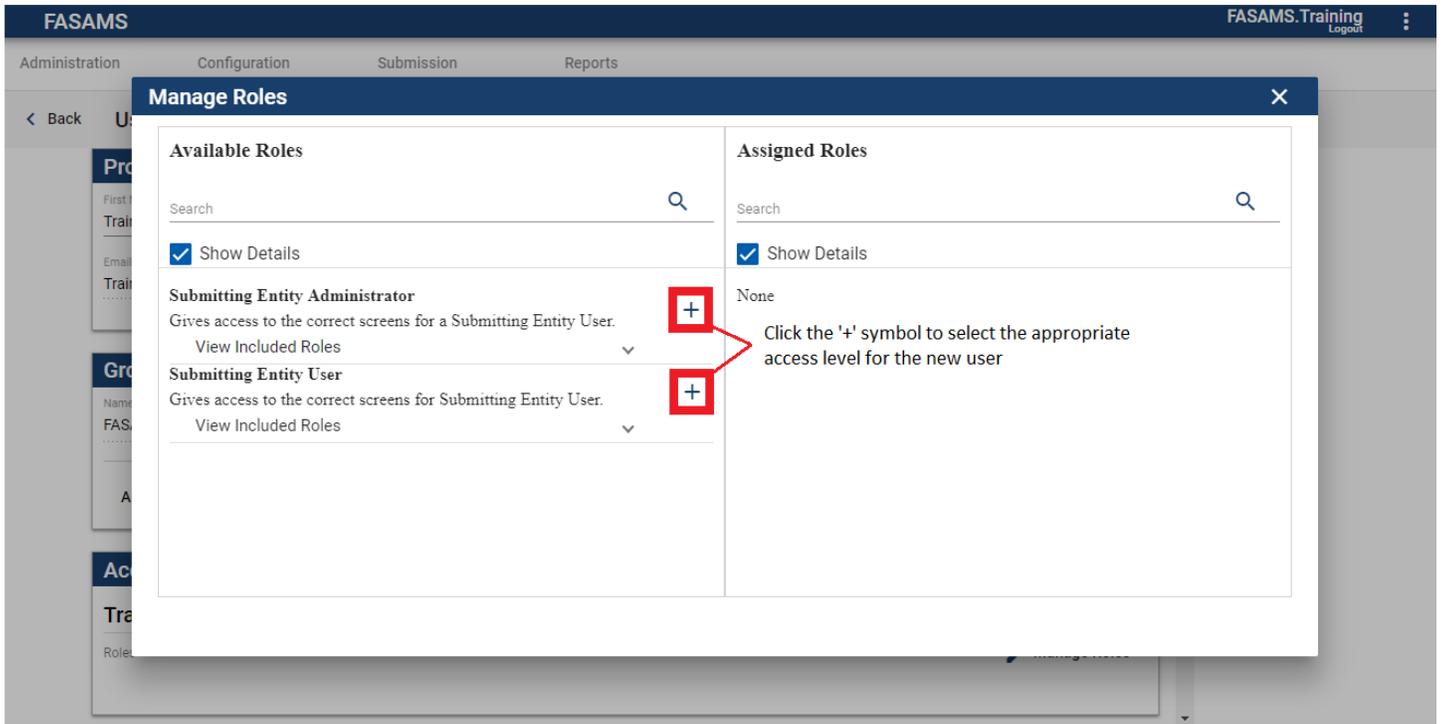
Training.User Status: Active

Roles

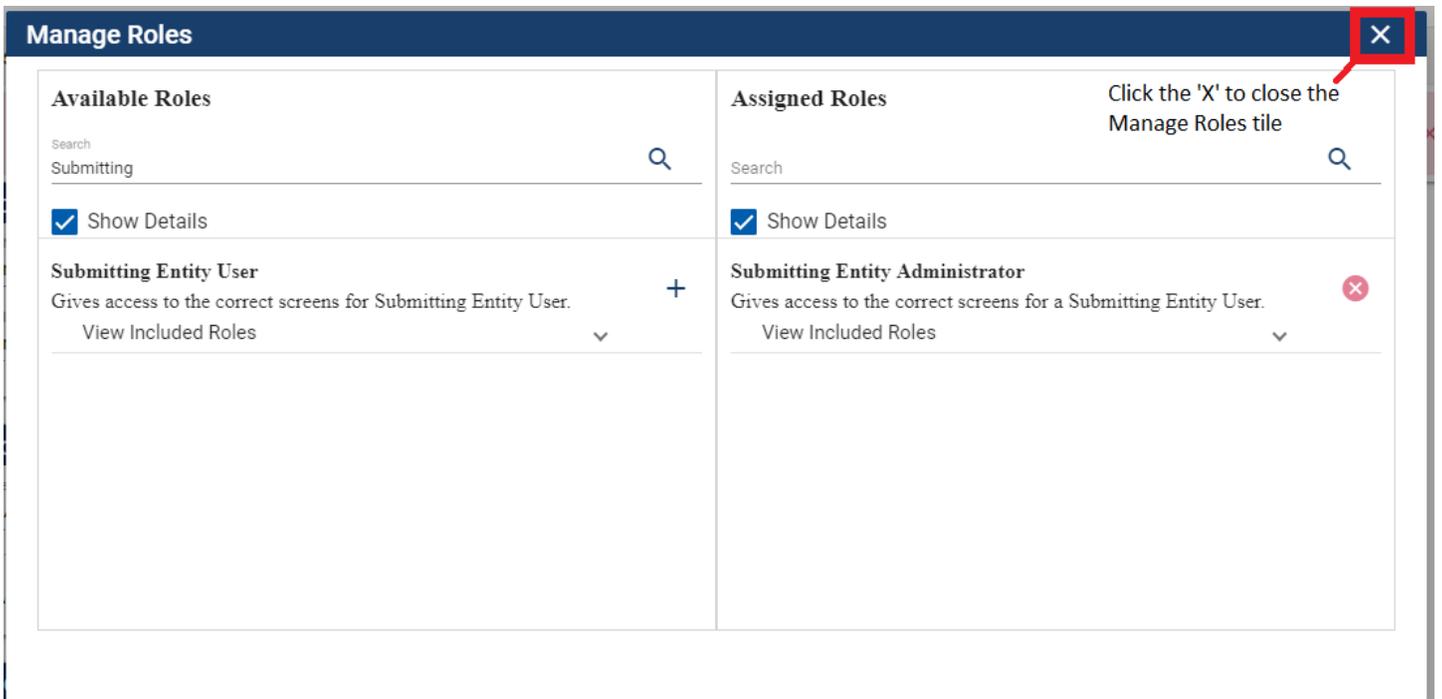
Click the Manage Roles button to grant the appropriate access to the new user

Manage Roles

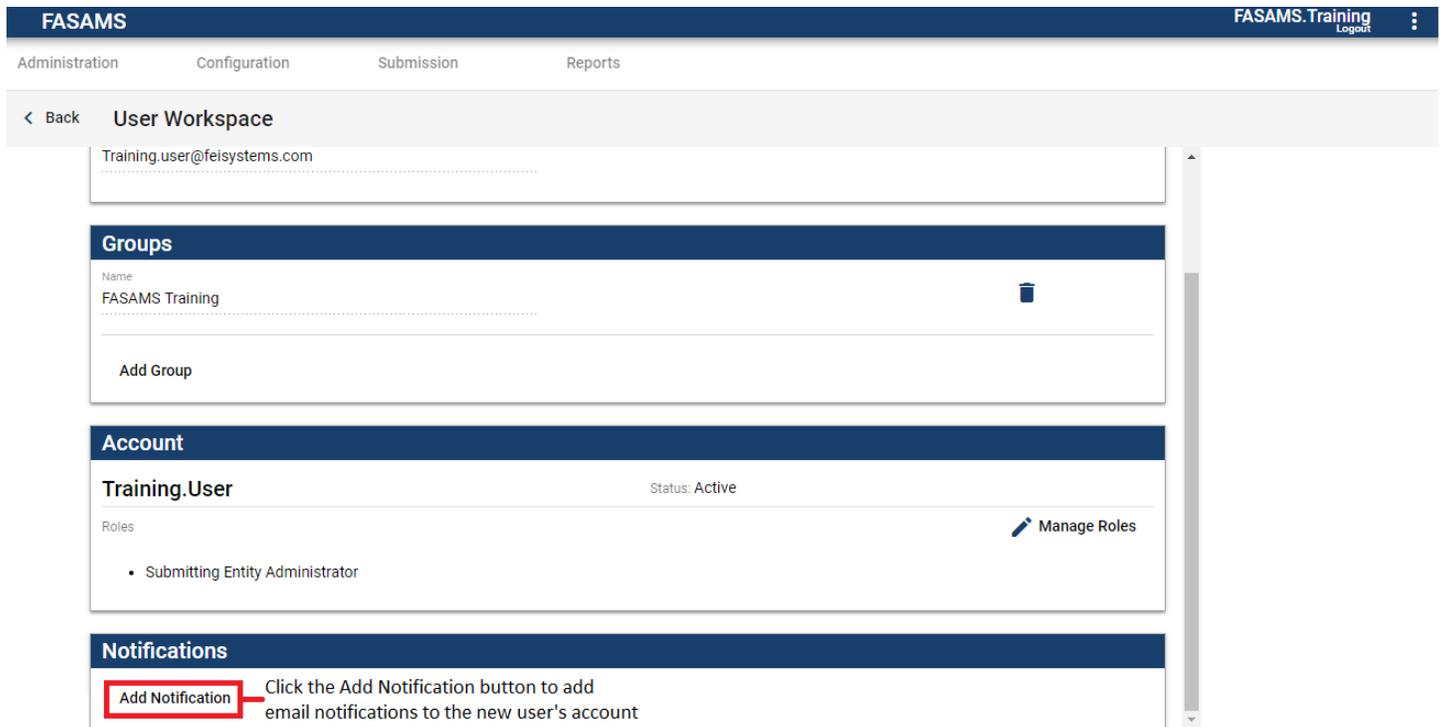
7. Click on the '+' symbol in the Manage Roles tile to select the appropriate access level for the new user.



8. The new role will now show up on the right side of the Manage Roles tile. Click the 'X' to close the tile.

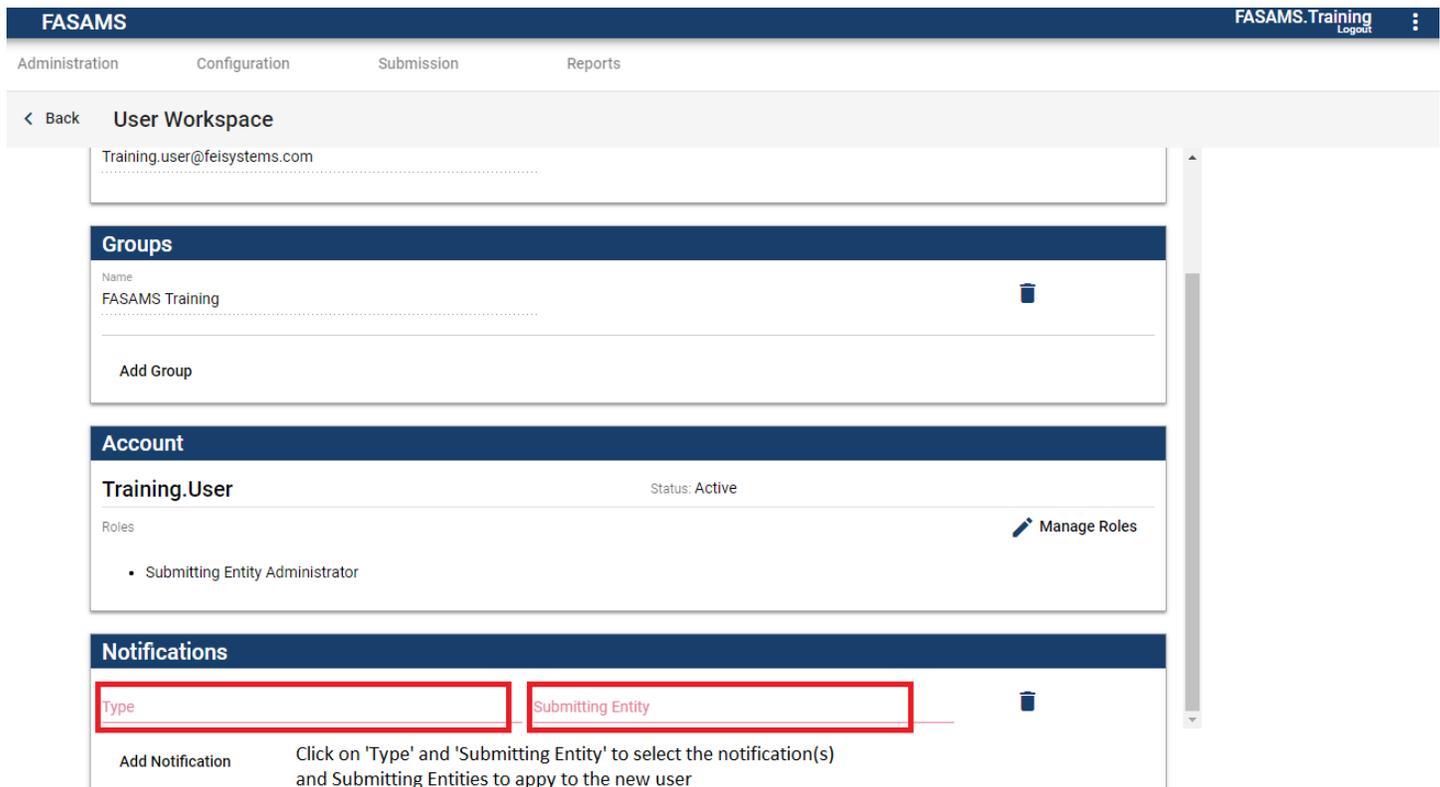


9. Once back on the User Workspace screen, click the Add Notification button to add email notifications to the new user's account.



The screenshot shows the FASAMS user workspace for 'Training.user@feisystems.com'. It includes sections for Groups (FASAMS Training), Account (Training.User, Status: Active, Roles: Submitting Entity Administrator), and Notifications. The 'Add Notification' button in the Notifications section is highlighted with a red box. A red arrow points from the text 'Click the Add Notification button to add email notifications to the new user's account' to the button.

10. Click on Type and Submitting Entity to select the notification(s) and Submitting Entities to apply to the new user. Note, most user will only have access to one submitting entity.



The screenshot shows the same FASAMS user workspace. In the Notifications section, the 'Type' and 'Submitting Entity' input fields are highlighted with red boxes. A red arrow points from the text 'Click on 'Type' and 'Submitting Entity' to select the notification(s) and Submitting Entities to apply to the new user' to the 'Type' field.

- After the new user's profile has been setup with appropriate Account roles and notifications, click the back button to return to the Administration tab.

**FASAMS** FASAMS.Training Logout

Administration Configuration Submission Reports

**< Back** User Workspace

**Profile**

First Name: Training Last Name: User

Email: Training.user@feisystems.com

**Groups**

Name: FASAMS Training

Add Group

**Account**

Training.User Status: Active

Roles: Submitting Entity Administrator

Manage Roles

- The new user will now be listed on the Users tile on the Administration tab. Click on the User Name to update the user profile. The vertical ellipsis can be clicked on to initiate a Reset Password email or to Lock Account. For more information consult the new FASAMS Chapter 2 on Pamphlet 155-2.

**FASAMS** FASAMS.Training Logout

Administration Configuration Submission Reports

**Submitting Entities** Search +

Name	Allowed Data Sets
FASAMS Training	AcuteCareDataSet, ClientDataSet, ProviderDataSet, ServiceEventDataSet, SubcontractDataSet, TreatmentEpisodeDataSet, WaitingListDataSet

1 - 1 of 1

**Users** Search +

User Name	Name	Email	Status
FASAMS.Training	Training, FASAMS	fasams.training@gmail.com	Active
Training.User	User, Training	Training.user@feisystems.com	Active

Update the user profile by click on the User Name

Reset Password  
Lock Account

1 - 2 of 2

**Groups** Search +

Name
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**Roles** Search +

Name	Type
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Initiate a Reset Password email or Lock Account by clicking on the vertical ellipsis dropdown and selecting the appropriate menu item

- Adding a new user will initiate an email to the new user to Confirm Account Creation. The new user must open the email and follow the necessary steps with 12 hours to fully setup the account. Please see Account Setup job aid.