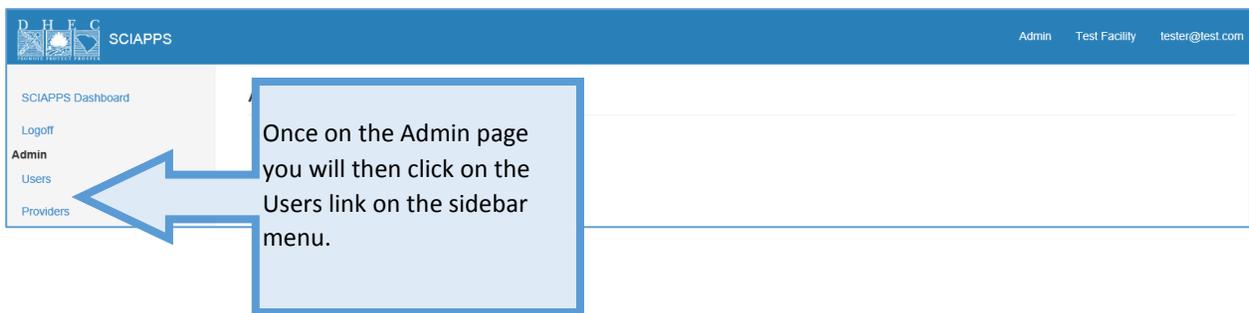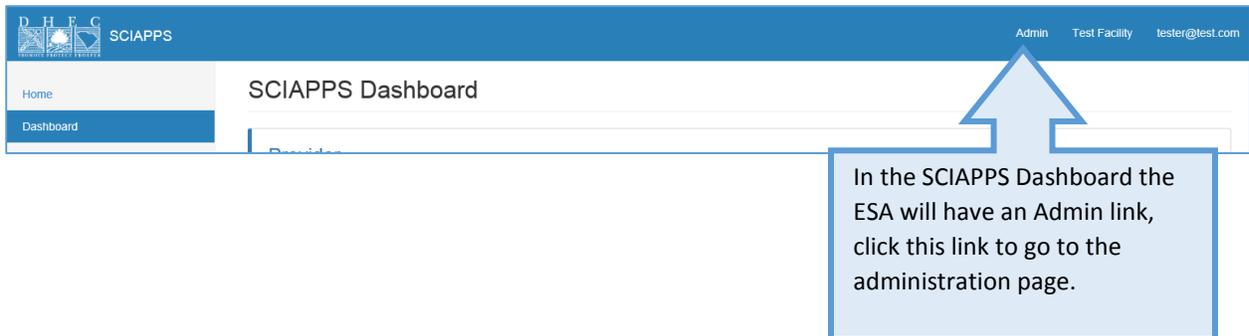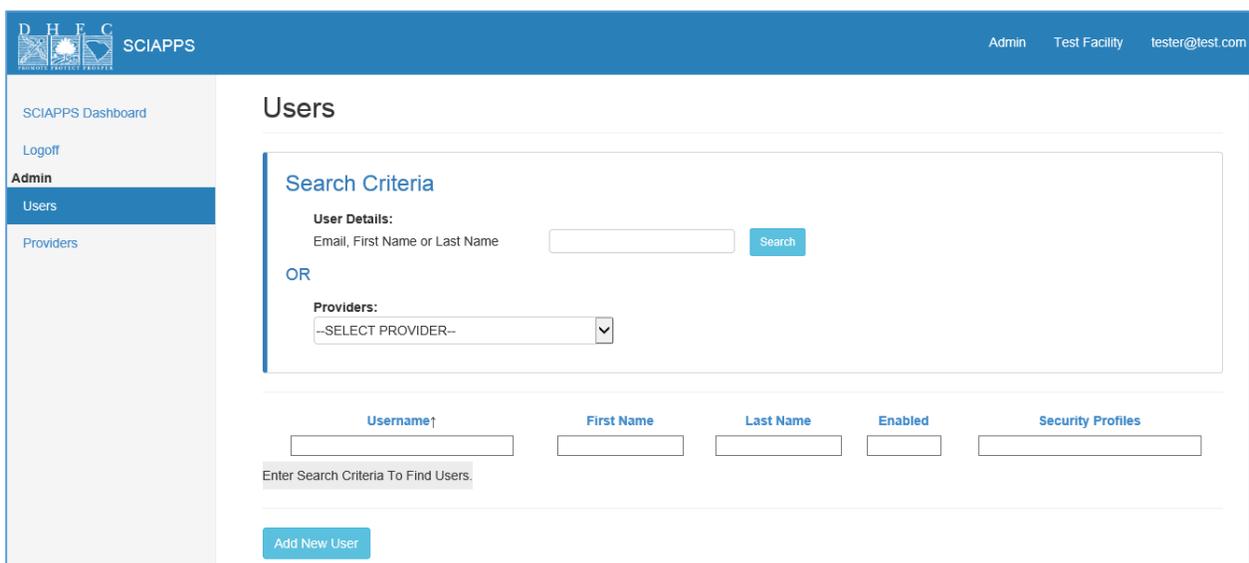The purpose of the Quick Reference Guide User Maintenance is to provide step-by-step instructions for user maintenance which will include assignment of individual user's security profiles.

To begin, log into SCIAPPS (https://www.scdhec.gov/apps/health/sciapps). Once on the SCIAPPS Dashboard a user with the correct authorization will have an *Admin* link, click this link to go to the administration page.

In the SCIAPPS Dashboard the ESA will have an Admin link, click this link to go to the administration page.

Once on the Admin page you will then click on the Users link on the sidebar menu.

Search Users

On the Users page, authorized user will be able to add, edit or search users.

User Search by User Details

Enter the user's email, first name or last name and any users matching the criteria will appear in the grid.

Clicking on the username link will load a page with that user's details for updating.

User Search by Provider Details

Select a provider to view all related users.

Clicking on the username link will load a page with that user's details for updating.

User Add/Edit

The user add and edit pages will display all of the user information so it can be updated. There are multiple actions that can be taken on a specific user.

- Reset Password
- Update User Details
- Update Related Providers
- Update Security

*Note: If a new user is being added, they will receive an email with a link and instructions about setting their password.

Reset Password

At the top of the user page, click on the Reset Password button. This will reset that user's password and send an email with a link and instructions to follow.

Update User Details

Any of the user details can be updated except for the username which once set cannot be updated.

Update Related Providers

Select the provider to associate with the user from the dropdown. Once selected click on the Add Selected Provider button to add the provider to the grid. Multiple providers can be added if necessary.

After a provider is added to the user, the provider's name will appear in the grid.

Update Security

Select the desired security profile from the drop down and then hit the *Assign Selected Profile* button to add the profile to the user. The list of available security profiles are also displayed to guide what access should be assigned.

Select the desired security profile from the drop down and then click on the Assign Selected Profile button to add the profile to the user.

After the security profile is added to the user, it will appear in the grid.

Save User

Provider Name	PIN	Remove
Test Facility	12-1234567	REMOVE

Providers:
--SELECT PROVIDER--   [ ] Add Selected Provider

Security

Security Descriptions

Security Profile	Description
Legal Signature Authority	Access to Terms of use on the Direct Data Entry Enrollment system and HL7 Enrollment system.
Provider Registry Override User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application with override rights.
Provider Registry Read Only User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application in ReadOnly mode.
Provider Registry Standard User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application.
SCION User	Access to SCIONx Enrollment System.

Security Profile	Remove
Legal Signature Authority	REMOVE

Security Profiles To Add:
Profiles: --Select Security Profile--   [ ] Assign Selected Profile

Save User

After completing all of the user details, related providers and security profiles, the user can be saved by clicking the Save User button.