

Provider Domain Administrator

Provider Domain Administrator is the Single Sign On (SSO) user ID that submitted the enrollment application to the State for approval. Once the application has been approved by the Provider Enrollment staff at MDCH this user will have exclusive rights to the application and acts as the Security Administrator of that application. The Provider Domain Administrator is responsible for assigning or removing other SSO user's access to the application. Listed below is further clarification on how to assign Domain Access to other SSO users.

Once your enrollment application has been approved by the State, the page you see when you log into CHAMPS will appear with the CHAMPS logo followed by the Domain and Profile menu as follows:

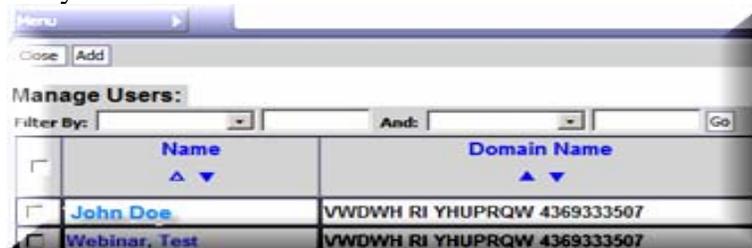


The screenshot shows a login form with two dropdown menus. The first is labeled "Select a Domain:" and has the value "VWDWH RI YHUPRQW 4369333507" selected. The second is labeled "Select a Profile:" and has the value "Provider Domain Admin" selected. A "Go" button is located to the right of the second dropdown.

The Select a Domain drop down menu will contain all the applications that you have access to. Once you select the appropriate application from this menu and the Profile is set to Provider Domain Admin you must click the Go button. The system will now take you to the Provider Portal Page as follows:



The Provider Portal page gives you a variety of options to navigate through applications including the Admin function where you can set or modify Domain Security options. By clicking on the Maintain Users hyperlink this will take you to the Manage Users page where all users whom have access to the application will be listed. From this page you will click the Add button to add additional SSO users to this application or the Name of the Individual with access that you would like to modify.



The screenshot shows the "Manage Users" page. It has a "Filter By:" field, an "And:" field, and a "Go" button. Below is a table with two columns: "Name" and "Domain Name".

	Name	Domain Name
<input type="checkbox"/>	John Doe	VWDWH RI YHUPRQW 4369333507
<input type="checkbox"/>	Webinar, Test	VWDWH RI YHUPRQW 4369333507

By click on the Add button, the system will now take you to the Add Provider User page where you will need to enter the user's SSO User ID that you wish to grant access to. From this page you must also select the appropriate Profile(s) for the user.

Add Provider User: Please enter the following information

User ID: [] [Enter Single Sign On ID]

Provider Domain: WIDIAN RE INPROW 406330027

Start Date: 06/26/2008

Expiration Date: 12/31/2999

Available Profiles

- Provider Domain Admin
- Provider View Only
- Provider

Selected Profiles*

Remarks: []

OK Cancel

There are currently three available profiles and they include Provider Domain Admin, Provider View Only, and Provider.

The Provider Domain Admin is as mentioned previously, the Security Administrator of the application and this profile will allow users to assign or remove access as well as view and maintain enrollment information.

The Provider View Only profile when selected will allow the user to only view the enrollment information. Users with this profile will not have access to assign other users or manage provider enrollment information.

The Provider profile will allow the user to view and manage the provider information but will not allow the user to assign rights to others.

Once you have entered the SSO User ID and selected the appropriate Profile(s) you then must select the OK button to add the user. This will now allow the user access to the application and the user's name will appear in the Manage Users list page.