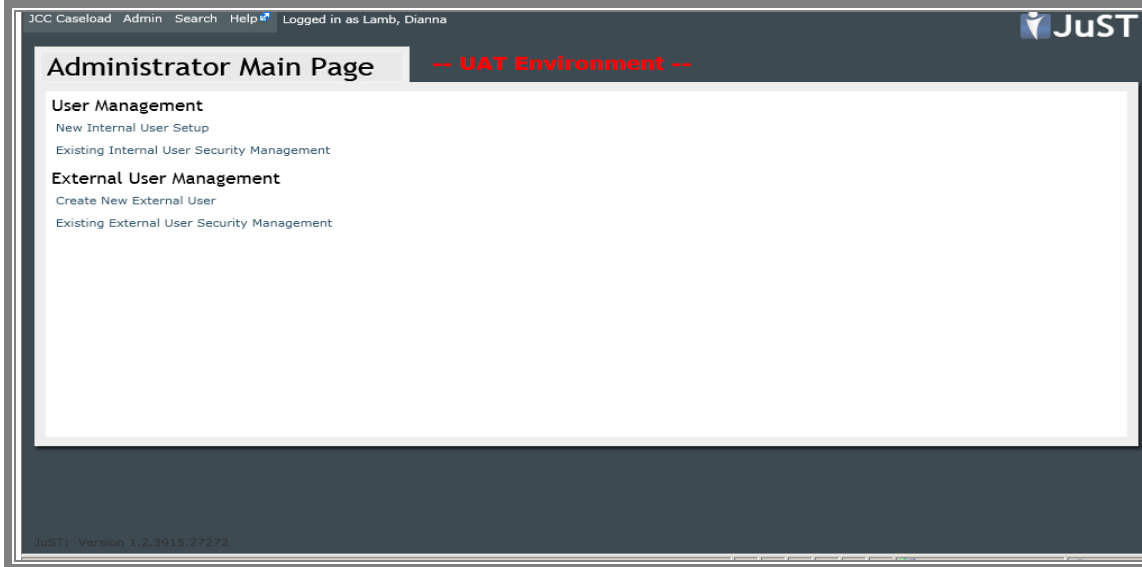


# JuST External Administrator Procedures

## Setting up an Account

- Click on the JuST icon and enter your user login and password.
- Click on **Admin** from the selections on the top left of the screen. This will open the **Administrator Main Page**.
- Under **External User Management**, click on **Create New External User**.



- This will open up the **Create External User** screen.

A screenshot of the "Create External User" form in the JuST system. The page title is "Create External User" and it indicates the environment is "-- UAT Environment --". The form is divided into several sections: "Agency" (set to "Cascadia"), "User Account Information" (with "Account Status" set to "Initial"), "User Account Contact Information" (with fields for "First Name", "Middle Name", "Last Name", "Phone", "ext", and "Email"), "User Account Security Profile" (with "Account Effective Date" set to "09/27/2010" and "Account Expiration Date" set to "<M/d/yyyy>"), and "Assigned Roles" (with three roles: "ExternalClinicalSupervisor", "ExternalClinician", and "ExternalSecurityAdministrator", each with its own "Account Effective Date" and "Account Expiration Date" fields). There is also a "Comments" field at the bottom. The top navigation bar includes "Caseload", "Admin", "Search", "Help", and "Logged in as Lamb, Dianna". The JuST logo is in the top right corner.

- The **Agency** will default to your agency.
- Enter the user's **First Name**, **Last Name** and **Email Address**, which are mandatory fields. The phone and extension number can be added as well.
- The **Account Effective Date** will default to today's date but it can be back dated. An account expiration date can also be set but it is not mandatory.
- Under **Assigned Roles**, check the role the user is assigned. This date can also be back dated if needed. Again, an expiration date of that role can be set but it is not mandatory.
- Enter any **Comments** as needed.
- Click on the **Create User** button on the bottom right side or you may cancel.

- JuST will generate a user login and password in the **Confirmation Message**. The user will receive an email with their login but not the password. Write the password down and provide to the user. The password should not be emailed to the user. Click the **OK** button.



- After an account has been created, JuST will generate a **User Successfully Created** message on the bottom left screen.

**User Account Contact Information**

First Name  Middle Name  Last Name

Phone   ext

Email

---

**User Account Security Profile**

Account Effective Date

Account Expiration Date    Set Expiration Date

**Assigned Roles**

<input type="checkbox"/> ExternalClinicalSupervisor	<input type="text" value="09/27/2010"/> <input type="button" value="xx"/>	<input type="text" value="&lt;M/d/yyyy&gt;"/> <input type="button" value="xx"/>	<input type="checkbox"/> Set Expiration Date
<input checked="" type="checkbox"/> ExternalClinician	<input type="text" value="09/27/2010"/> <input type="button" value="xx"/>	<input type="text" value="&lt;M/d/yyyy&gt;"/> <input type="button" value="xx"/>	<input type="checkbox"/> Set Expiration Date
<input type="checkbox"/> ExternalSecurityAdministrator	<input type="text" value="09/27/2010"/> <input type="button" value="xx"/>	<input type="text" value="&lt;M/d/yyyy&gt;"/> <input type="button" value="xx"/>	<input type="checkbox"/> Set Expiration Date

**Comments**

**User Successfully Created**

## Managing Existing Accounts

- To make any changes to an existing user's account, from the **Administrator Main Page**, click on **Existing External User Security Management**.

**Administrator Main Page** -- UAT Environment --

**User Management**

- New Internal User Setup
- Existing Internal User Security Management

**External User Management**

- Create New External User
- Existing External User Security Management

- Select the name from the **Users** drop down at the top of the screen and it will open their account page. This screen also displays the **Account Login** name and **Account Status**, which indicates if the user's account is active or locked.

**Manage External Users** -- UAT Environment --

Agency  Users   Show All

---

**User Account Information**

Account Login bootha

Account Status Active

---

**User Account Contact Information**

- If a user forgets their password and it needs to be reset, or their account gets locked, click on the **Reset Account Password** button near the top right of the screen.
- This will generate the **JuST Confirmation Message** with a new password. Click the **OK** button. JuST will then generate an **Account Password Successfully Reset** message at the bottom left of the screen. Provide the new password to the user.
- If an account needs to be expired (closed), check the box by the **Set Expiration Date** across from the user's assigned role. The date will default to today's date but it can be back dated. Click on **Update User** on the bottom right of the screen.
- If a new role needs to be added and a previous role expired, first expire the previous role and click **Update User**. Then select the new user role and click **Update User**.
- If other roles need to be selected in addition to a currently assigned role, simply select the new roles and click **Update User**.

**User Account Security Profile**

Account Effective Date: 07/22/2010

Account Expiration Date: <M/d/yyyy>  Set Expiration Date

**Assigned Roles**

<input type="checkbox"/> ExternalClinicalSupervisor	10/05/2010	<M/d/yyyy>	<input type="checkbox"/> Set Expiration Date
<input checked="" type="checkbox"/> ExternalClinician	07/24/2010	<M/d/yyyy>	<input type="checkbox"/> Set Expiration Date
<input type="checkbox"/> ExternalSecurityAdministrator	10/05/2010	<M/d/yyyy>	<input type="checkbox"/> Set Expiration Date

**Comments**

Cancel Update User

## Additional Information

- When a new user account has been set up, an email will be sent to the user containing basic account information such as the user's login, user's role, JuST link, etc. but will not contain the user's password.
- New accounts must be logged into within seven consecutive days of creation or the account will be locked.
- The user will be required to change the password upon first login.
- Passwords are required to consist of 8 or more characters using a combination of lowercase and uppercase letters, numbers, and symbols.
- Users will be prompted with a reminder to change their password every 90 days.
- Locked out users will see a **User is Locked Out** screen and told to contact the administrator, who will be able to unlock the accounts.