User Admin Portal
Starter Guide

Every 90 days, we require the verification of each user within our system and perform regular compliance checks to ensure the security of all patient information. To ensure compliance, you are required to review all listed users from your organization to determine whether or not they should maintain access to CRISP tools.

In many cases, a user may no longer have access if he/she is no longer affiliated with your organization or has transitioned to a role that no longer requires access. The User Admin Portal is a tool designed to allow authorized CRISP users to approve or deny access to CRISP tools for current users on your staff.

Within this portal you also have the ability to add new users directly from your account! Users will no longer need to register for CRISP through the registration site. Simply click "Add New User" at the top of the screen within your account and complete the fields to submit a new user.

Important Things to Note:

- All POCs will need to create a username and password to access the portal. This should only be used by the POC at the practice. Once you've set up your credentials for the new link to the verification, we strongly encourage you to immediately review all users and verify their current user status.

- Please note, with the "Add New User" functionality, you are authorized to provide clinical access to the CRISP Unified Landing Page (ULP). When adding a new user, if you find that the user's email is already in the CRISP system, you may be prompted to contact support and provide additional information to complete the user's registration.

- Although most users are automatically verified for access to CRISP applications, PDMP registrants may experience a slight delay for license verification. To report any issues or to check the status of your staff member's registration, please contact the CRISP Customer Care Team at support@crisphealth.org or call 1.877.952.7477.

User Admin Portal
Starter Guide - Verifying Users

Accessing the Portal

Use the email you received with the link to the user admin portal. This will be a permanent link that can be accessed at any point in time to verify users. Upon receipt of this link: Click or copy/paste the link into your browser then follow the prompt on the screen to create your user name, password, and set up two-factor authentication on your account.
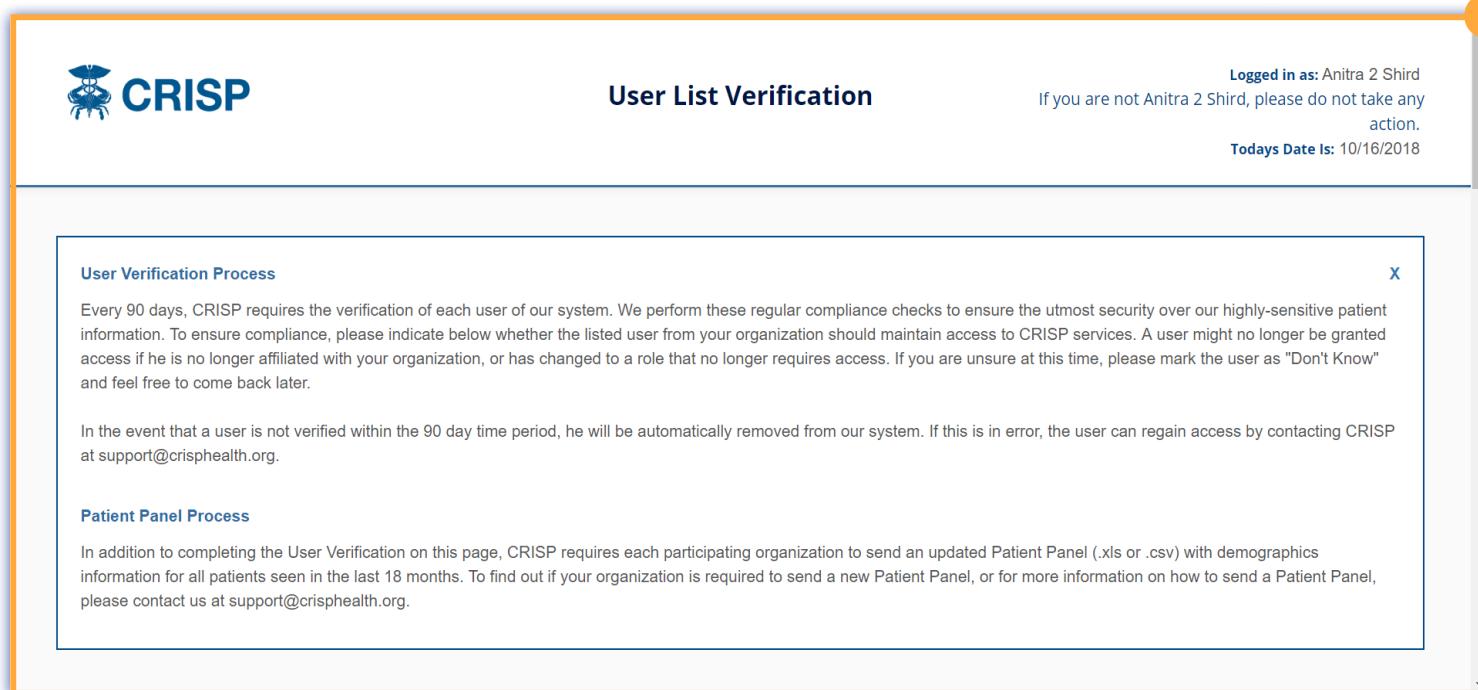
User Verification Process   X

Every 90 days, CRISP requires the verification of each user of our system. We perform these regular compliance checks to ensure the utmost security over our highly-sensitive patient information. To ensure compliance, please indicate below whether the listed user from your organization should maintain access to CRISP services. A user might no longer be granted access if he is no longer affiliated with your organization, or has changed to a role that no longer requires access. If you are unsure at this time, please mark the user as "Don't Know" and feel free to come back later.

In the event that a user is not verified within the 90 day time period, he will be automatically removed from our system. If this is in error, the user can regain access by contacting CRISP at support@crisphealth.org.

Patient Panel Process

In addition to completing the User Verification on this page, CRISP requires each participating organization to send an updated Patient Panel (.xls or .csv) with demographics information for all patients seen in the last 18 months. To find out if your organization is required to send a new Patient Panel, or for more information on how to send a Patient Panel, please contact us at support@crisphealth.org.

CRISP — User List Verification

Logged in as: Anitra 2 Shird
If you are not Anitra 2 Shird, please do not take any action.
Todays Date Is: 10/16/2018

User Admin Portal
Starter Guide - Verifying Users

② Verification

To complete the verification process for CRISP users within your organization, select "verify", "deny", or "don't know" within your account for each user listed.
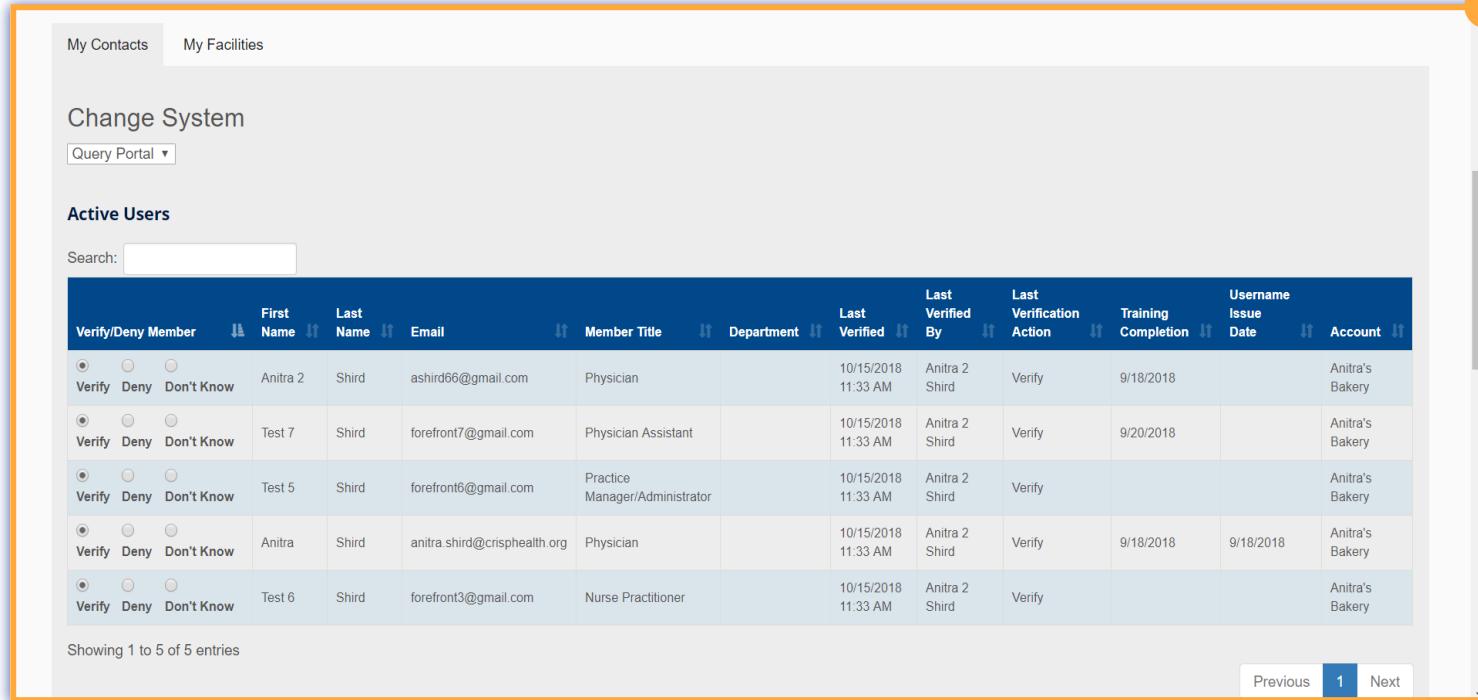
My Contacts	My Facilities

Change System
Query Portal ▾

Active Users

Search: [   ]

Verify/Deny Member	First Name	Last Name	Email	Member Title	Department	Last Verified	Last Verified By	Last Verification Action	Training Completion	Username Issue Date	Account
● Verify ○ Deny ○ Don't Know	Anitra 2	Shird	ashird66@gmail.com	Physician		10/15/2018 11:33 AM	Anitra 2 Shird	Verify	9/18/2018		Anitra's Bakery
● Verify ○ Deny ○ Don't Know	Test 7	Shird	forefront7@gmail.com	Physician Assistant		10/15/2018 11:33 AM	Anitra 2 Shird	Verify	9/20/2018		Anitra's Bakery
● Verify ○ Deny ○ Don't Know	Test 5	Shird	forefront6@gmail.com	Practice Manager/Administrator		10/15/2018 11:33 AM	Anitra 2 Shird	Verify			Anitra's Bakery
● Verify ○ Deny ○ Don't Know	Anitra	Shird	anitra.shird@crisphealth.org	Physician		10/15/2018 11:33 AM	Anitra 2 Shird	Verify	9/18/2018	9/18/2018	Anitra's Bakery
● Verify ○ Deny ○ Don't Know	Test 6	Shird	forefront3@gmail.com	Nurse Practitioner		10/15/2018 11:33 AM	Anitra 2 Shird	Verify			Anitra's Bakery

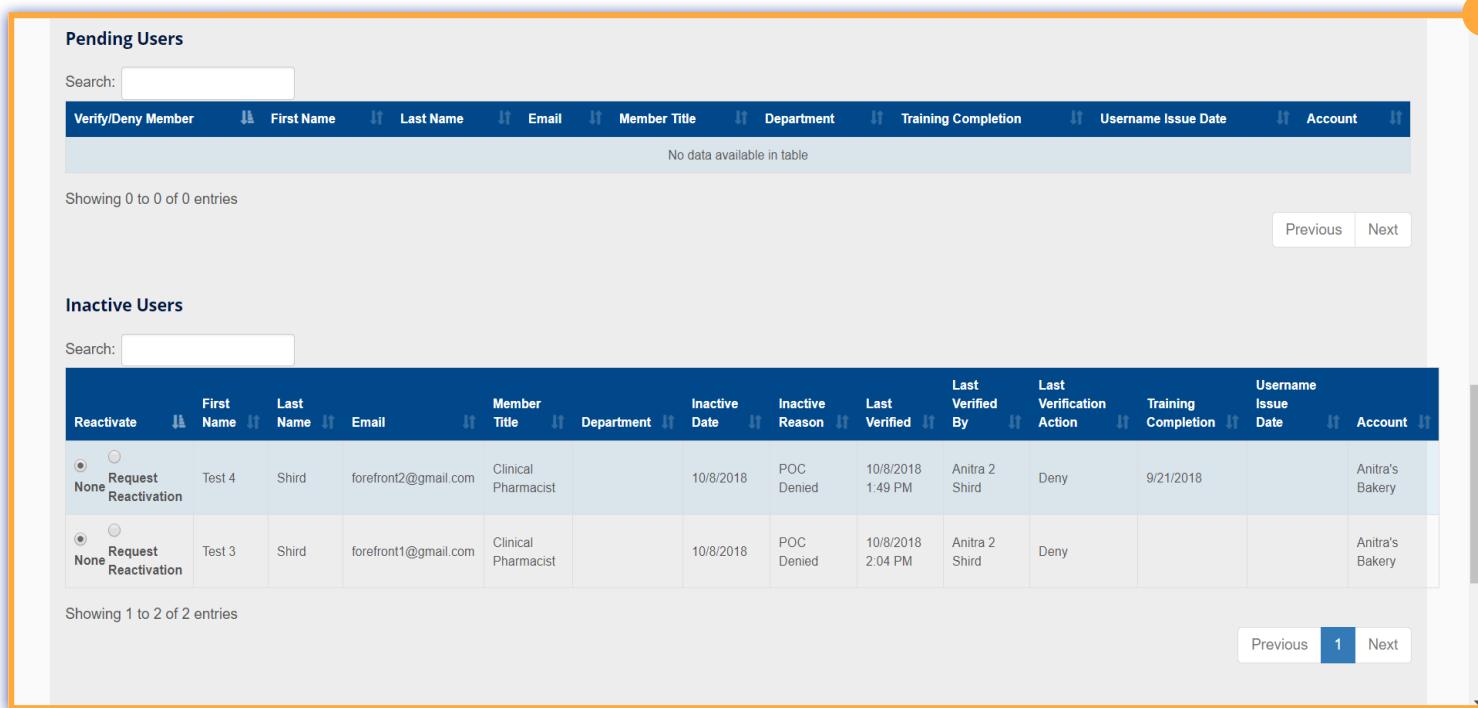Showing 1 to 5 of 5 entries

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3 **Pending**

If pending users present, the user will receive an email if they have not successfully completed onboarding (Training, ID, Licenses, Etc). If user is inactive, you can request reactivation simply by selecting "reactivation". An email is automatically sent to the CRISP Customer Care Team for processing.

Pending Users

Search: [ ]

Verify/Deny Member	First Name	Last Name	Email	Member Title	Department	Training Completion	Username Issue Date	Account
				No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Inactive Users

Search: [ ]

Reactivate	First Name	Last Name	Email	Member Title	Department	Inactive Date	Inactive Reason	Last Verified	Last Verified By	Last Verification Action	Training Completion	Username Issue Date	Account
None Request Reactivation	Test 4	Shird	forefront2@gmail.com	Clinical Pharmacist		10/8/2018	POC Denied	10/8/2018 1:49 PM	Anitra 2 Shird	Deny	9/21/2018		Anitra's Bakery
None Request Reactivation	Test 3	Shird	forefront1@gmail.com	Clinical Pharmacist		10/8/2018	POC Denied	10/8/2018 2:04 PM	Anitra 2 Shird	Deny			Anitra's Bakery

Showing 1 to 2 of 2 entries

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4 **Process Selection**

Other users are shown when a user has been previously activated and denied access. After all updates have been made, you must click "Process Selection".

Reactivate	First Name	Last Name	Email	Member Title	Department	Inactive Date	Inactive Reason	Last Verified	Verified By	Verification Action	Training Completion	Issue Date	Account
None ○ Request Reactivation	Test 4	Shird	forefront2@gmail.com	Clinical Pharmacist		10/8/2018	POC Denied	10/8/2018 1:49 PM	Anitra 2 Shird	Deny	9/21/2018		Anitra's Bakery
None ○ Request Reactivation	Test 3	Shird	forefront1@gmail.com	Clinical Pharmacist		10/8/2018	POC Denied	10/8/2018 2:04 PM	Anitra 2 Shird	Deny			Anitra's Bakery

Showing 1 to 2 of 2 entries

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Other Users

Search: [   ]

First Name	Last Name	Email	Member Title	Department
Mickey	Test POC	fake@crisphealth.org	Physician	

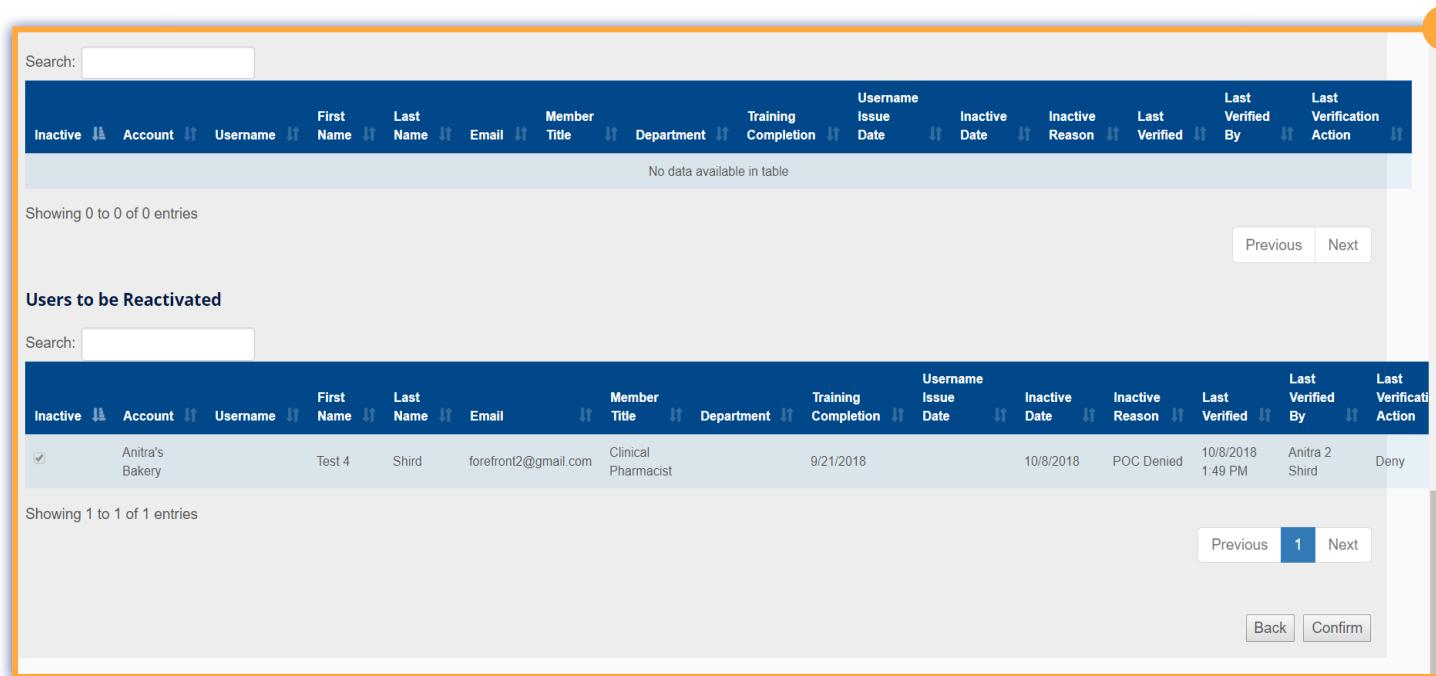Showing 1 to 1 of 1 entries

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Cancel Selections | Process Selections

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5 **Confirming Selections**

To confirm your selections, click the "Confirm" button. Please note, if you do not click "Confirm", your changes will not be saved.

Inactive	Account	Username	First Name	Last Name	Email	Member Title	Department	Training Completion	Username Issue Date	Inactive Date	Inactive Reason	Last Verified	Last Verified By	Last Verification Action
								No data available in table						

Showing 0 to 0 of 0 entries

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Users to be Reactivated

Search:

Inactive	Account	Username	First Name	Last Name	Email	Member Title	Department	Training Completion	Username Issue Date	Inactive Date	Inactive Reason	Last Verified	Last Verified By	Last Verificati Action
☑	Anitra's Bakery		Test 4	Shird	forefront2@gmail.com	Clinical Pharmacist		9/21/2018		10/8/2018	POC Denied	10/8/2018 1:49 PM	Anitra 2 Shird	Deny

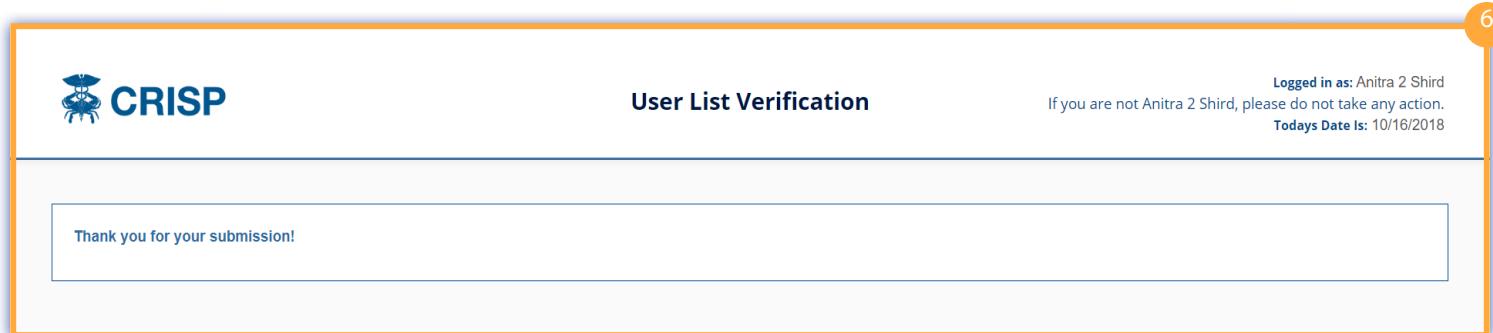Showing 1 to 1 of 1 entries

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Back | Confirm

User Admin Portal
Starter Guide - Verifying Users

6 **Confirmation**

The "Confirmation" page will appear to confirm that your selections have been submitted.

CRISP   **User List Verification**

Logged in as: Anitra 2 Shird
If you are not Anitra 2 Shird, please do not take any action.
Todays Date Is: 10/16/2018

Thank you for your submission!

Please email support@crisphealth.org for any issues, suggestions or defects.

User Admin Portal
Starter Guide - Adding A User

(1) **Adding New Users**

To provide access to CRISP tools, click "Add New User" at the top of the screen.
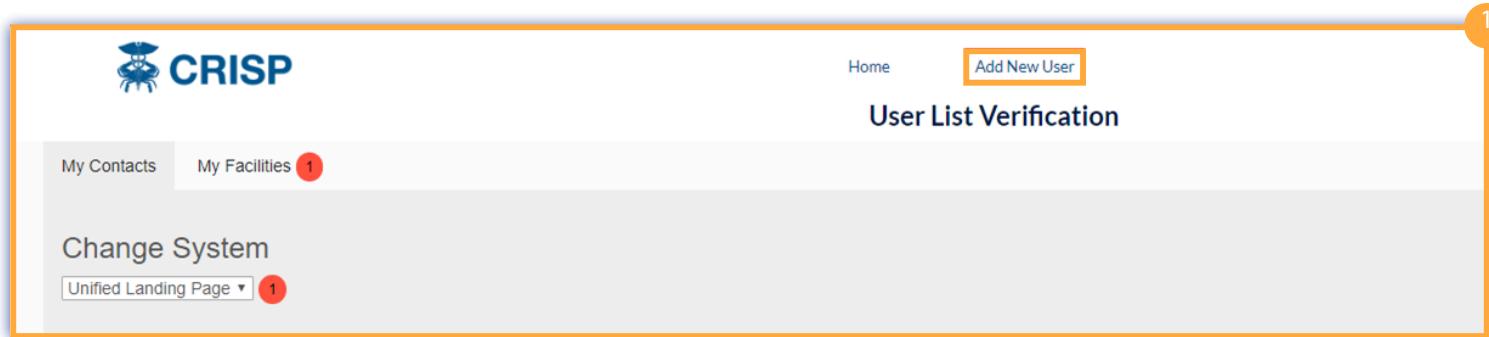
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② **Selecting Title**

Select a title for the new user: a list will appear in the dropdown. Select the most apropriate option.
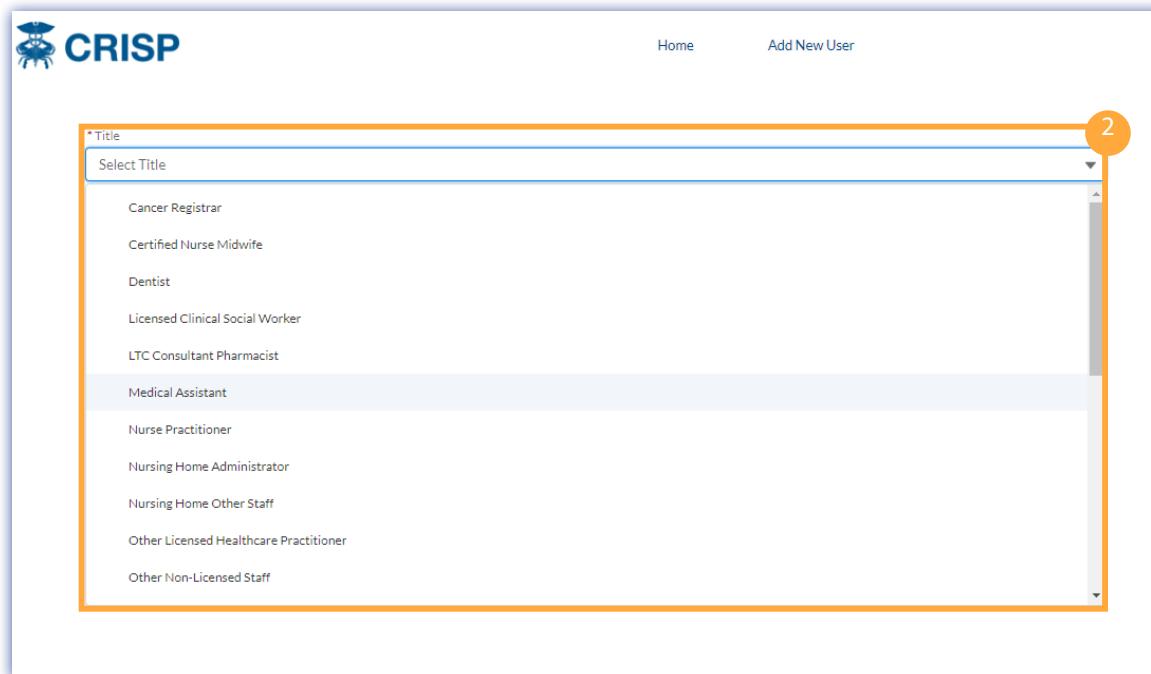
User Admin Portal
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3 Complete Form

Complete the remaining fields then click submit. Please note, with the "Add New User" functionality, you are authorized to automatically provide clinical access to the CRISP Unified Landing Page (ULP).