

Instructions for Adding ROLE and SCOPE for a USER

How to assign the Role for each user– All users must be assigned at least one “Role”

- 1) Using Internet Explorer go to Network 13 Web site: <http://www.network13.org>.
- 2) Click on “**Login to CrownWeb**” on the left side of the screen.

The screenshot shows the homepage of the ESRD Network 13 website. The navigation bar includes links for Home, Patients, Quality Improvement, Data, Resources, and Facility Search. The main content area features a search bar, a mission statement, and a vision/goal. A sidebar on the left contains a menu with items like 'Special Information (News)', 'FDA - MedWatch', 'Rec'd Notices', 'Grievance Policy', 'Links', 'Our Organization', 'CMS', 'ESRD Networks', 'Disaster Preparedness', and 'HIPAA/Privacy Policy'. Below the menu, there are links for 'Login to CrownWeb', 'CrownWeb Training', 'Login to QIPS', and 'QIPS User Form'. A red arrow points from the 'Login to CrownWeb' link in the sidebar to the 'Login to CrownWeb' text in the main content area.

- 3) Log in to CrownWeb using you **username** (e.g., xx1234) and **password**.

CROWNWeb Login

Please enter your username and password below.

* Username:

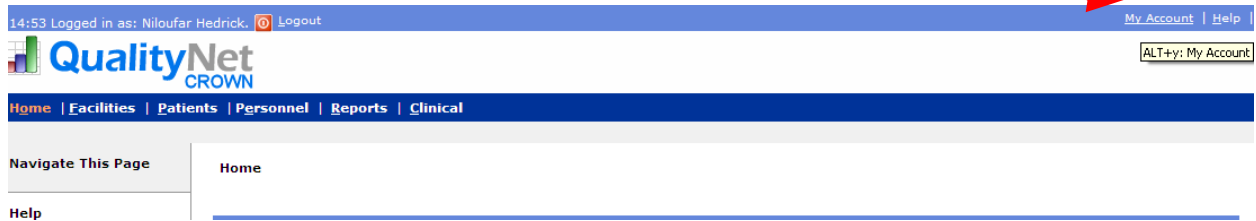
* Password:

Login Reset

[Forgot your password?](#)

```
UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS
PROHIBITED BY LAW (REFERENCE TITLE 18 U.S.C
SECTION 1030) This is a Centers for Medicare &
Medicaid Services (CMS) computer system. This
computer system is provided for the processing of
Official U.S. Government information. This
computer system, including all related equipment,
```

4) Click on **My Account** at the TOP Left corner of the screen.



5) Click on **User Role Manager** from the list below.

User Account

User Account

Internet Explorer 7 users should verify the following setting before using CROWNWeb. Close all Internet Explorer windows and open a new Internet Explorer browser window. Then go to Tools -> Internet Options, select the Advanced tab, scroll to the Security section and ensure the "Enable Native XMLHTTP support" option is NOT selected. If the option is selected, apply this change, then return to the application.

My Account Manager
The User Account Manager permits Users to change their CROWN Web password and update demographic information associated with their User account.

User Account Manager
Administrators have the ability to Manage Account details for Users in their scope.

User Role Manager
The User Role Manager permits Administrators to add or remove roles for the Users they manage.

Network User Scope Manager
The Network User Scope Manager permits CMS and System Administrators the ability to add or remove In Scope Networks for the Users they manage.

Facility User Scope Manager
The Facility User Scope Manager permits Administrators to add or remove In Scope facilities for the Users they manage.

6) From provided List select your user and wait for screen to refresh itself

User Role Manager

User Name

Select One

USER NAME are listed here

Manage User Role Screen

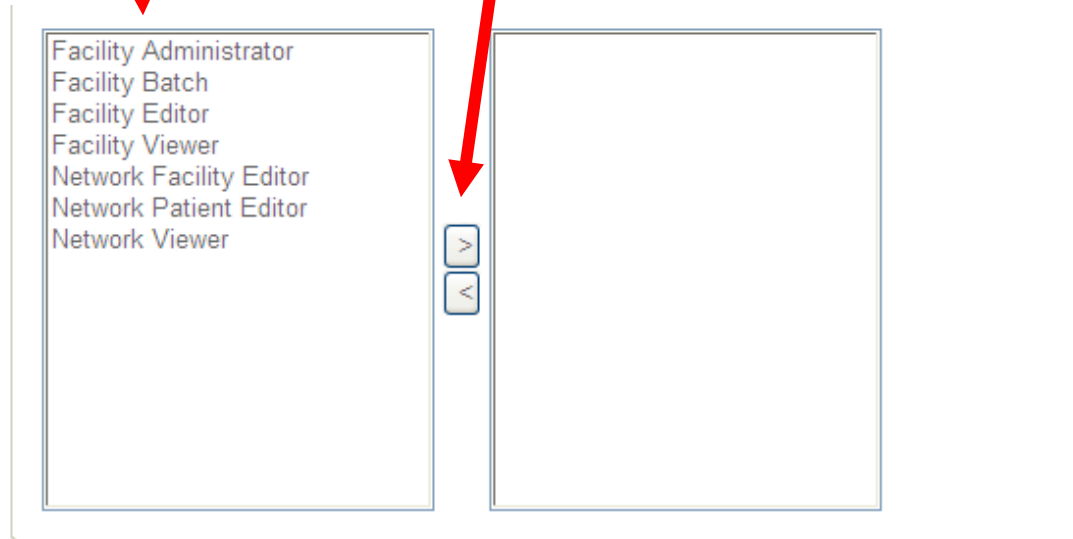
To Add Roles for a User, select the User Name from the User Name box and then select the User Role(s) to be Added to the User from the User Roles list box on the Left and use the top arrow between the list boxes to add the selected Roles to the User's Assigned Role box on the right.

To Remove Roles for a User, select the User Name from the User Name box and then select the User Role(s) to be Removed from the User Assigned Roles list box on the right and use the bottom arrow between the list boxes to remove the selected Roles from the User's Assigned Role box them back in the Unassigned Role box on the left.

Facility Administrator
Facility Batch
Facility Editor
Facility Viewer
Network Facility Editor
Network Patient Editor
Network Viewer

7) After the screen refreshes,

Click on the role from the Unassigned Role box on the left (your listing may look different from this). Then click on the arrow in the center to assign the role. This will move that role to the block on the right assigning the role to that user. If a user is to have more than one scope, select one role at a time to transfer into the block on the right.



Submit

Reset

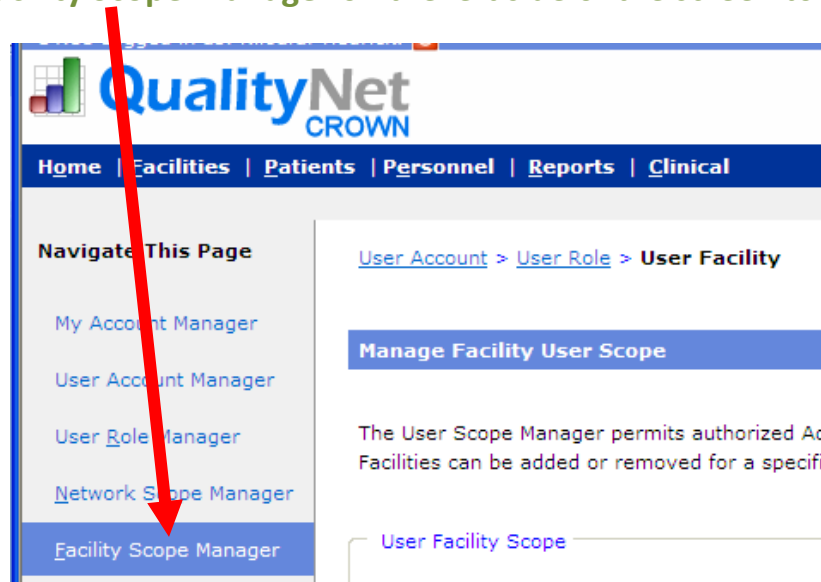
8) Click **Submit** after you have completed adding all the USER roles for that user.

9) Repeat steps 6 through 8 for each additional user.

How to assign the Scope for each user– Must be completed even if your user will have “Scope” over only one Facility

Assigning Scope is similar to assigning Roles except this time your facility (or facilities) will be listed in the block on the left side.

- 1) Click on the **Facility Scope Manager** on the left side of the screen to begin.



- 2) Select your User from the list.
- 3) Wait for screen to refresh.
- 4) Click on the Provider from the list.
- 5) Use the arrow (between two blocks) to transfer the facility to the block on the right.
- 6) If the user will have scope over more than one facility, select one facility at a time to transfer into the block on the right.
- 7) Click **Submit** after you have assigned all facilities for that user.
- 8) Repeat steps 2 through 7 for each user.

