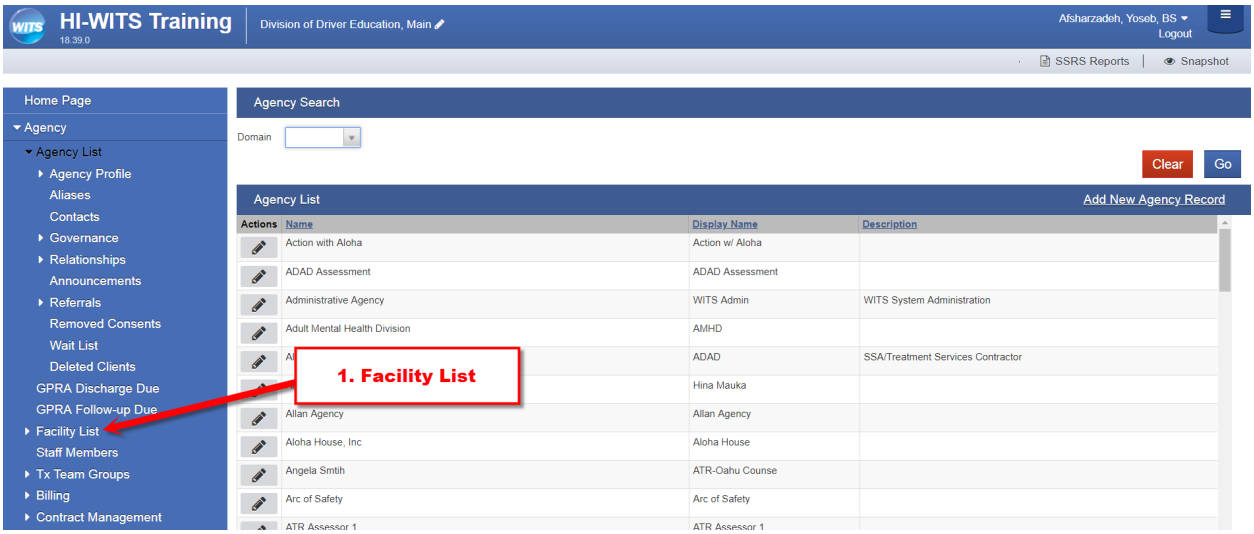
# HI-WITS Training: Adding Staff & Facility For Driver Education

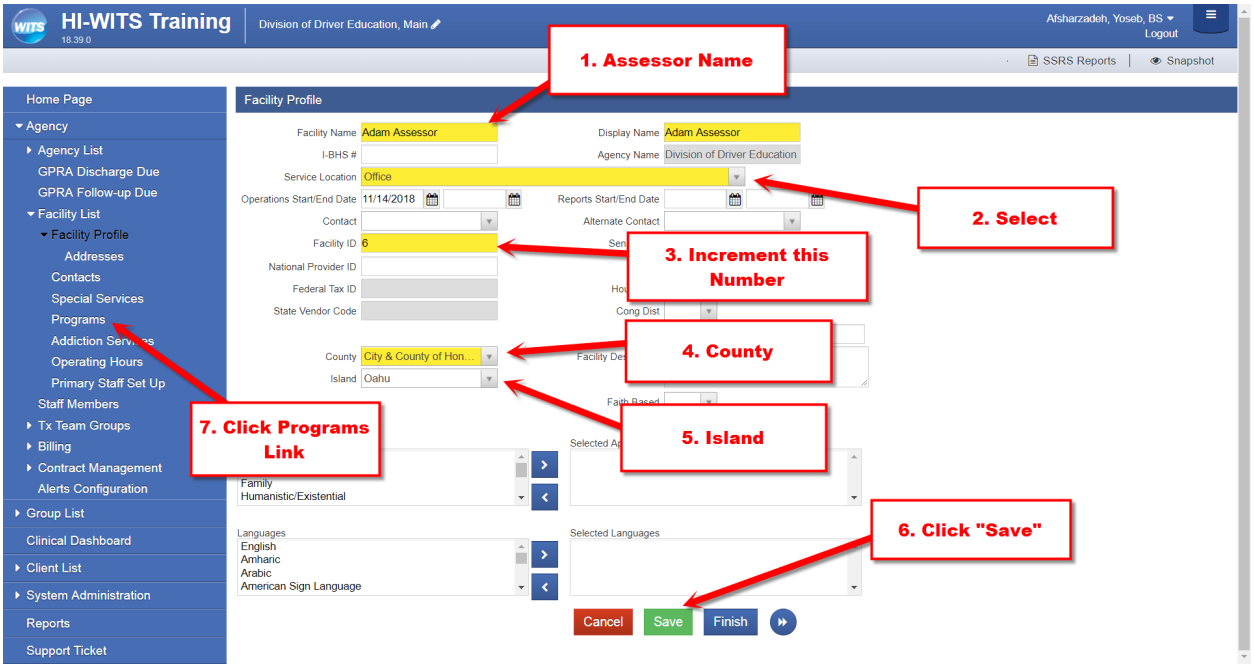
**Situation:** Driver Education will need to Set Up and Manage User Accounts

***Note: Facility will Need to be Created Before Adding Staff (Facility Name = Staff Name)***

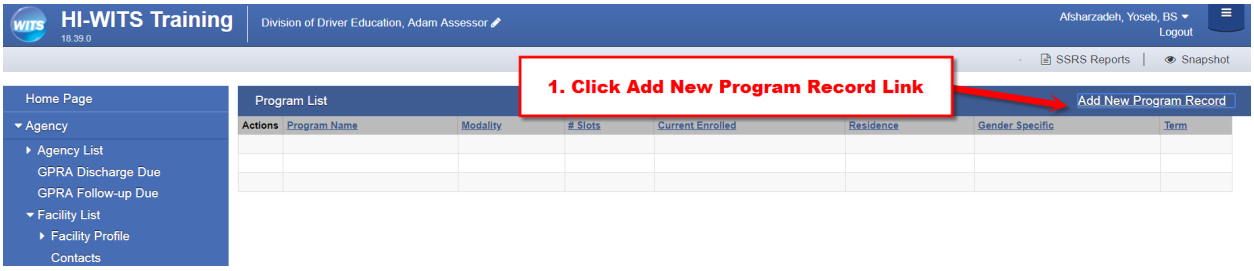
1. Under Agency on the Left Menu pick, Click on the Facility List Link.



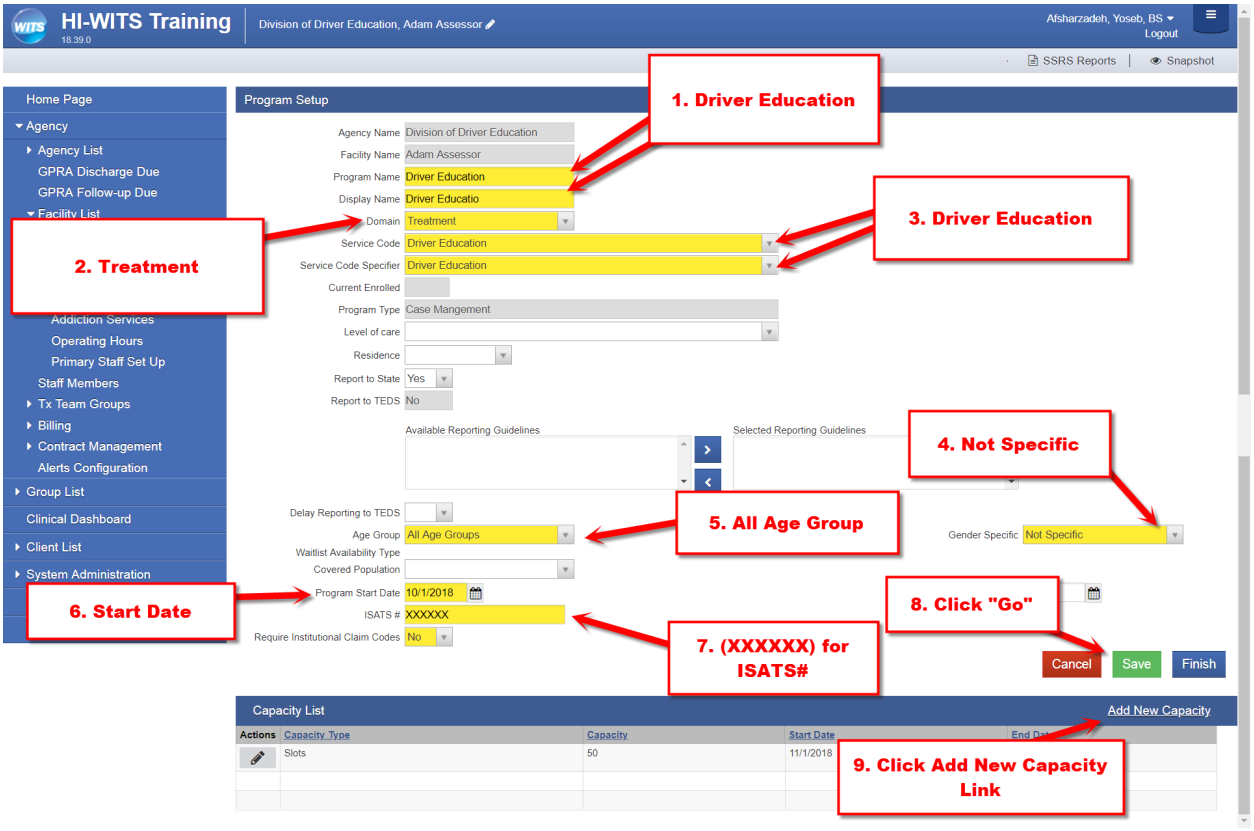

2. On the Facility Profile Screen, Add Assessor Name to the Facility Name Field. Facility ID should Increment as you add Facilities (1, 2, 3 etc.)



3. Click the Add New Program Record Link

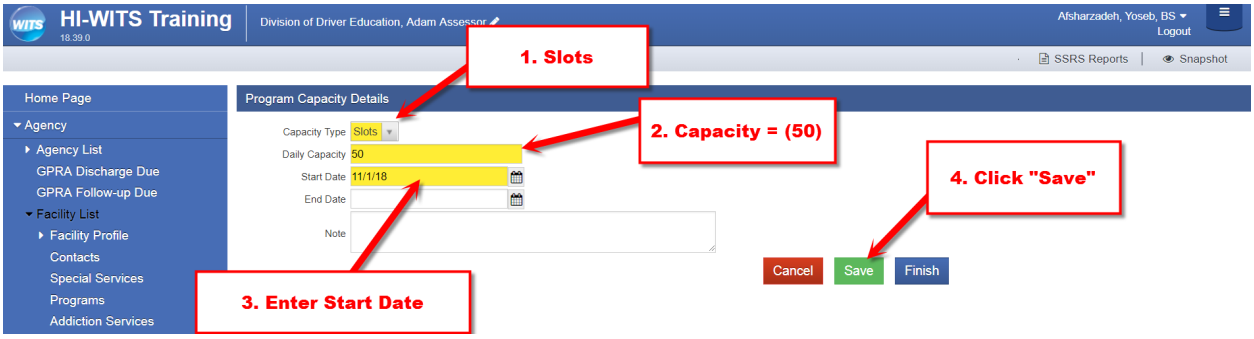



4. Make Sure to Add "XXXXXX" to the ISATS # field. Under Capacity use Slots

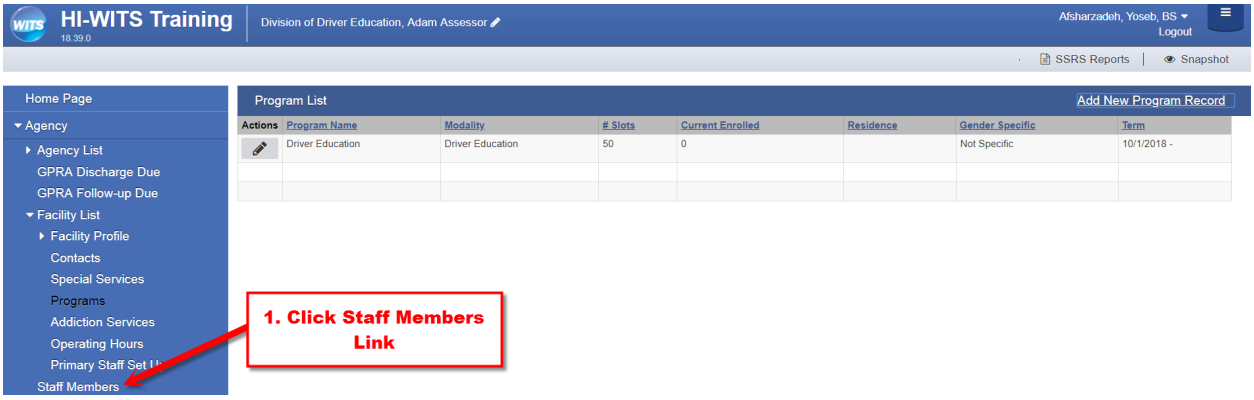



***Note: Add six (6) X's for ISATS#, All Age Groups for Age Group and Not Specific for Gender***

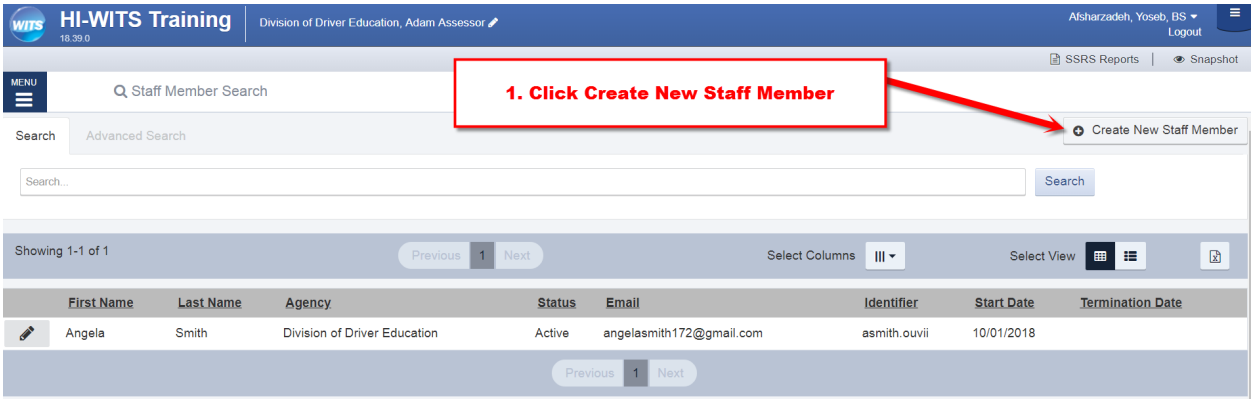
5. After Clicking Add New Capacity Link, Click Select Slots and set to “50”



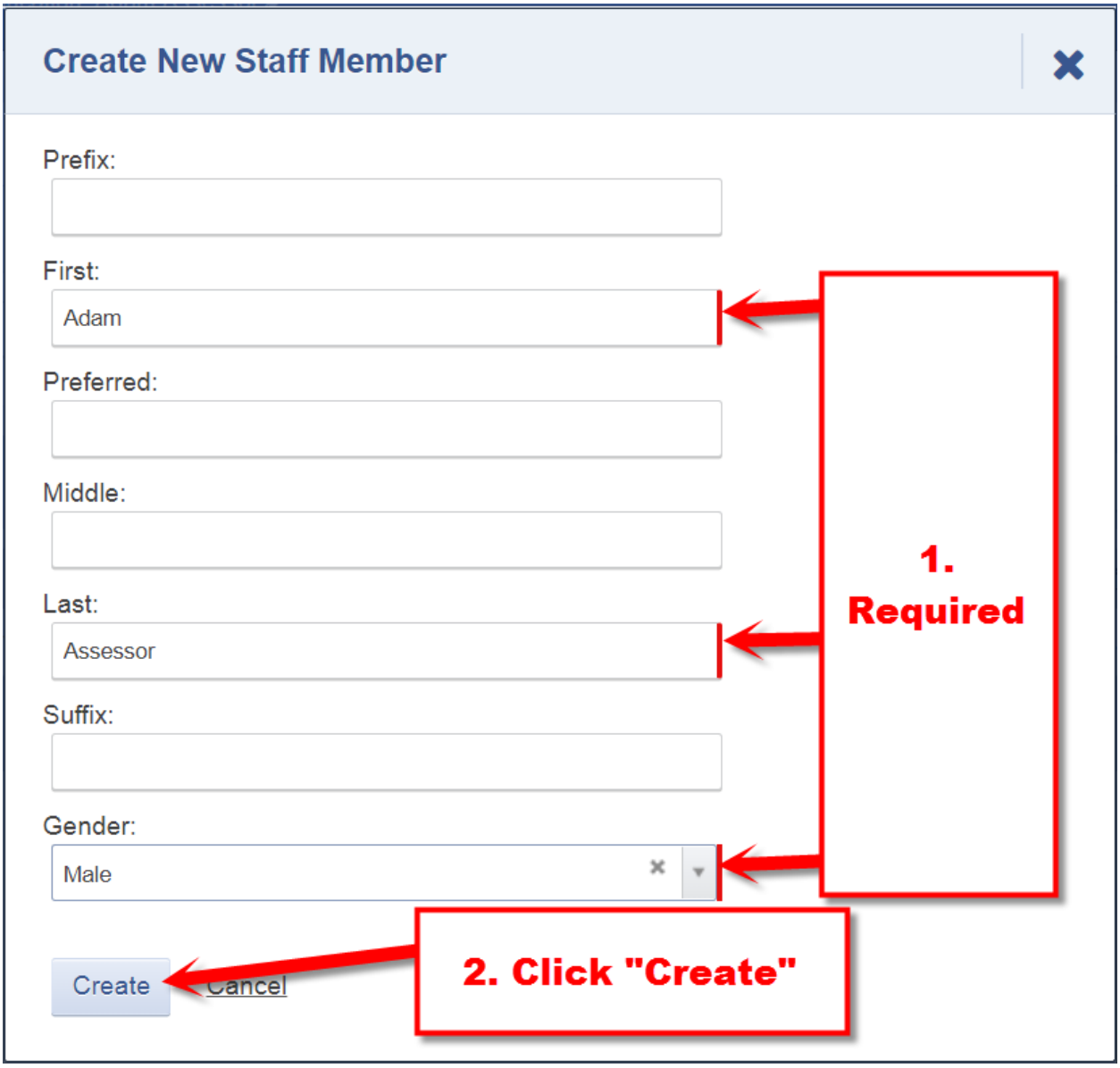

6. Click the Staff Members Link from the Left Menu Pick




7. Click Create New Staff Member Button

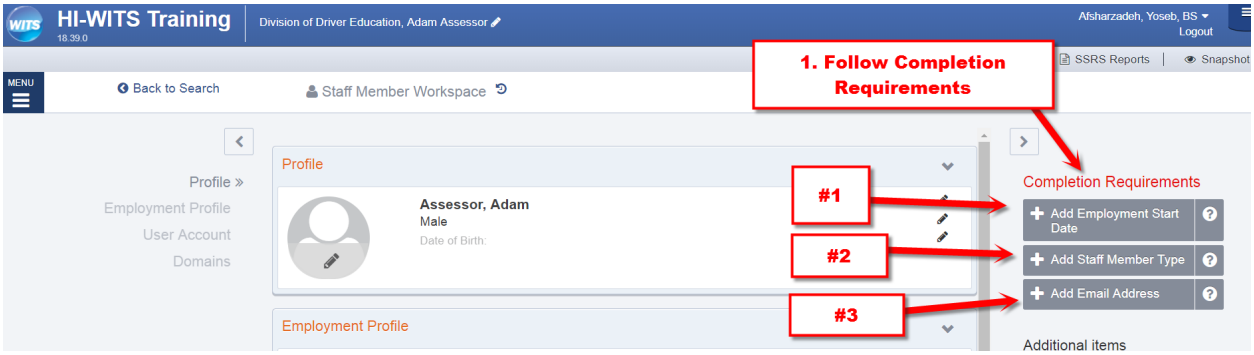


8. Add Staff First Name, Last Name and Gender

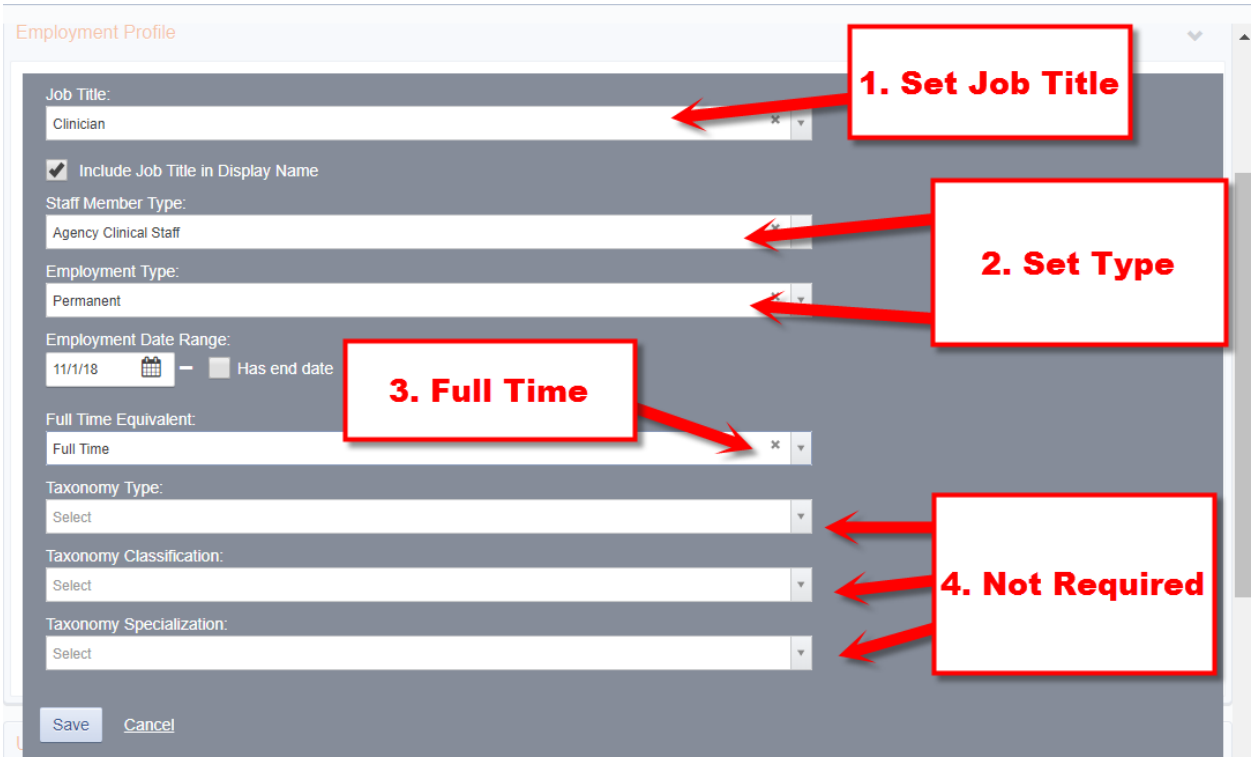



***Note: Make sure to fill in Required Fields***

9. Follow Completion Requirements

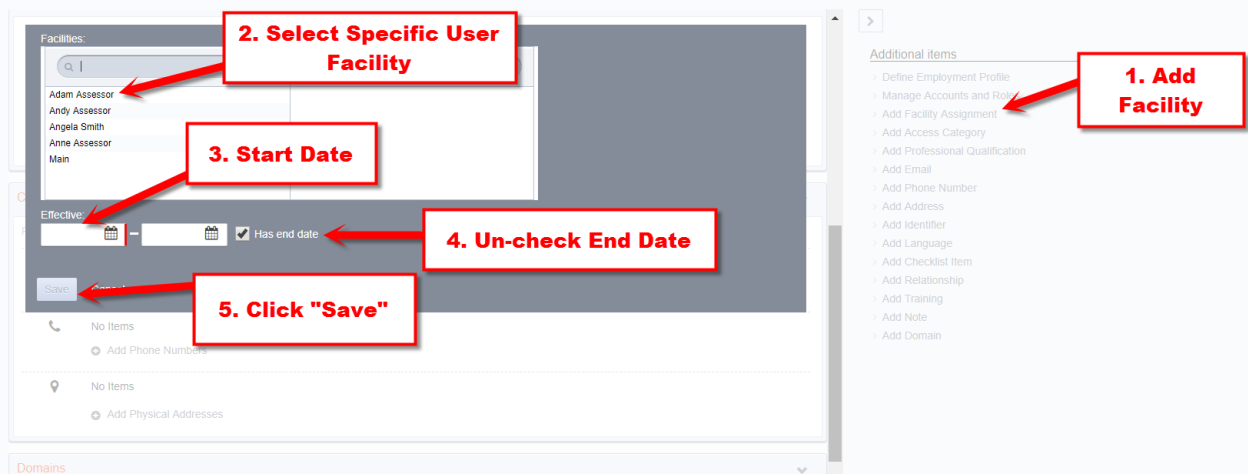



10. Fill Out Employment Profile & Staff Member Type




11. Add Email Address

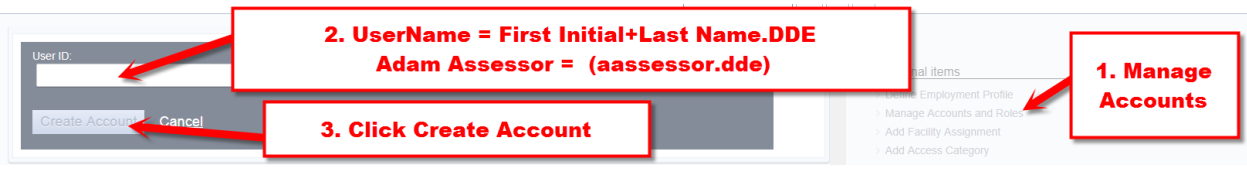
12.Click Add Facility Assignment Link



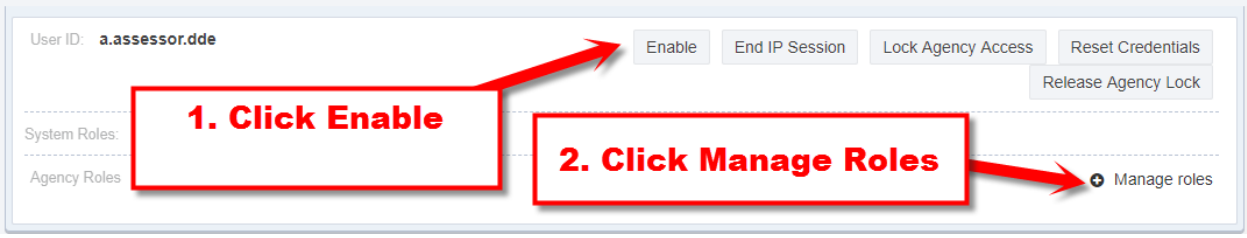

13. Add Program Assignment

14. Select Driver Education Program, Set Start Date Un-Check End Date, Set Hours/Week to “40” and Click “Save”

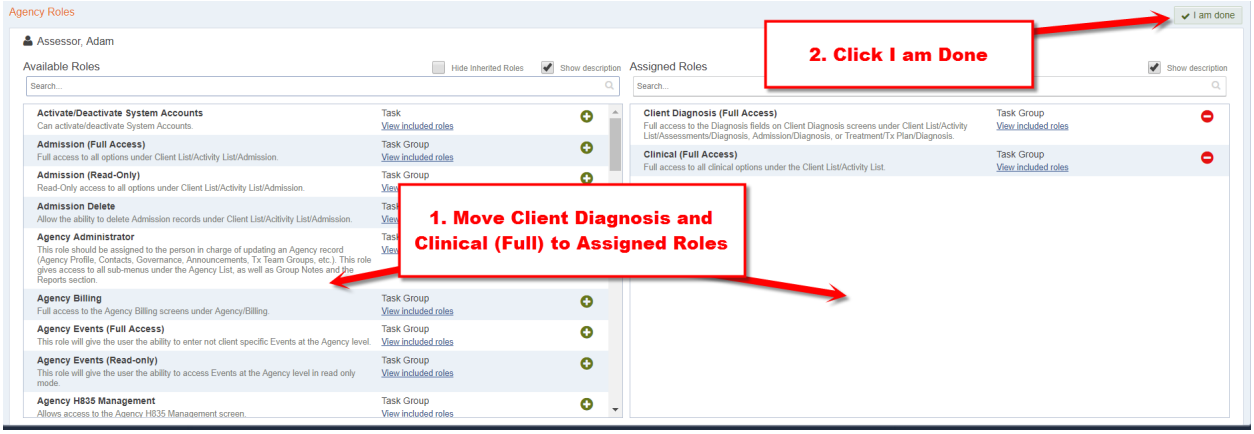
15. Add User Name = First Initial + Last Name.dde



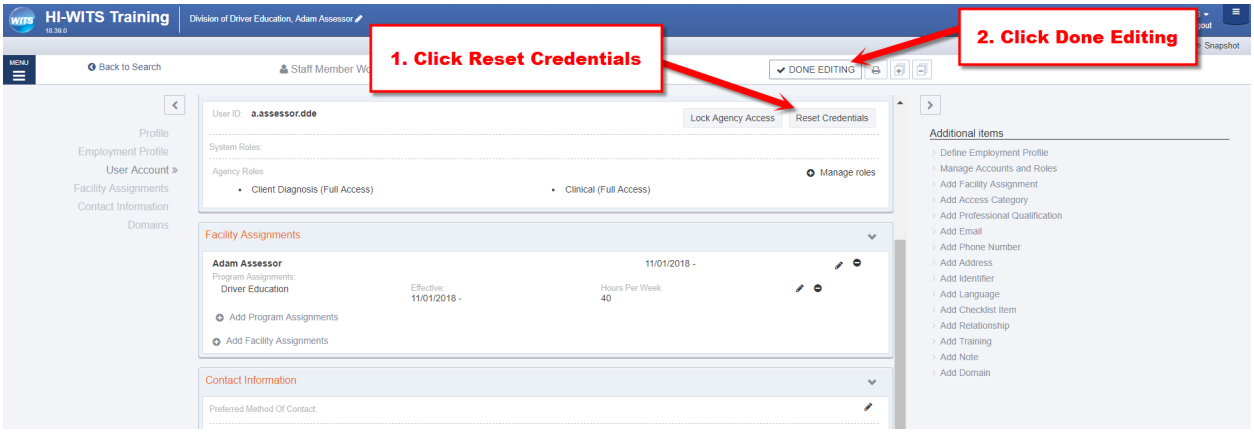
16. Click Enable once, then Click Manage Roles. Add Clinical Diagnosis (Full Access) and Clinical (Full Access) Roles.




17. Move Client Diagnosis and Clinical (Full Access)




18. Make Sure to Call Staff to Coordinate Reset Credentials Link or you will probably have to do it again




If you have any questions, please call the WITS Staff or email WITSHELP@doh.hawaii.gov.