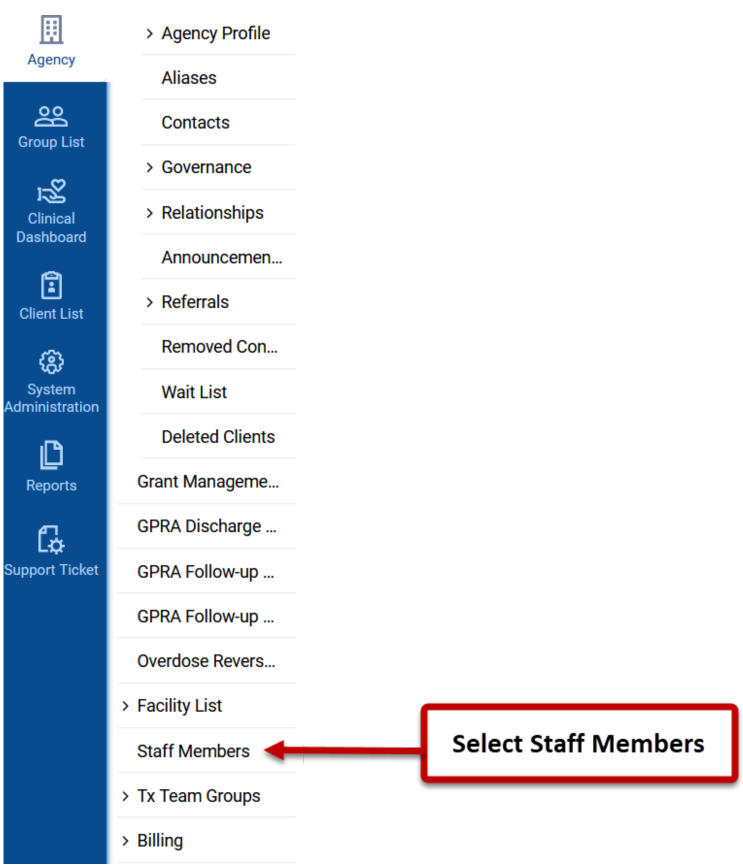
Adding a New WITS User

To add a new WITS user, the user must have either the Staff Administrator role or the Human Resources (Full Access) role attribute. If the Agency/Staff List menu pick is displayed, the user has one of the Staff Administration role attributes (Human Resources, Staff Management, Reset Logon).

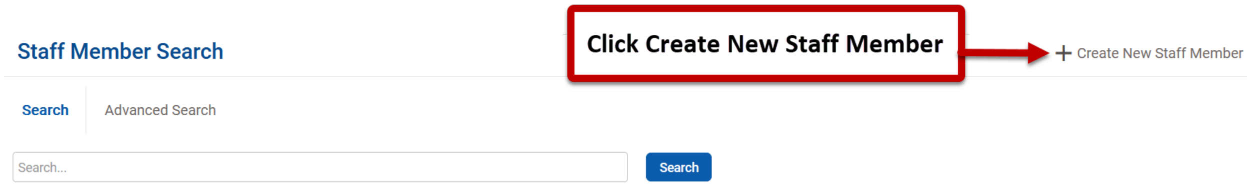
Note: Standard User will require the following five roles

- Client Profile (Full Access)
- Intake (Full Access)
- Prevention Plan (Full Access)
- Group Notes (Full Access)
- Prevention (Full Access)

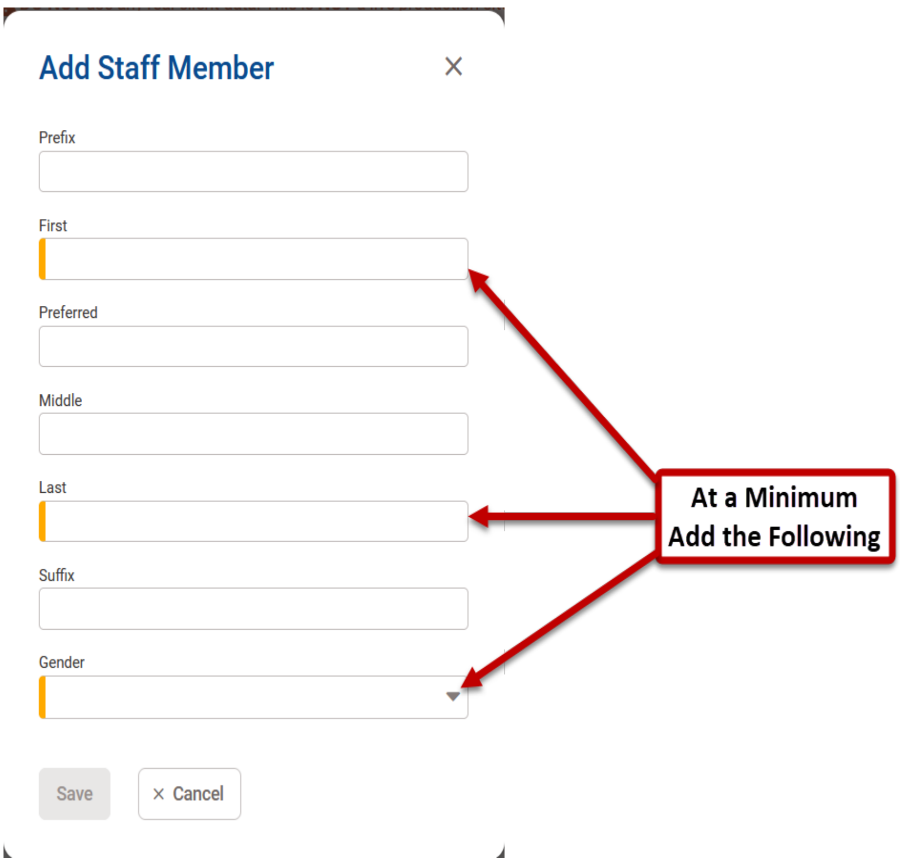
1. To add a new WITS user, click on the **Staff Members**.



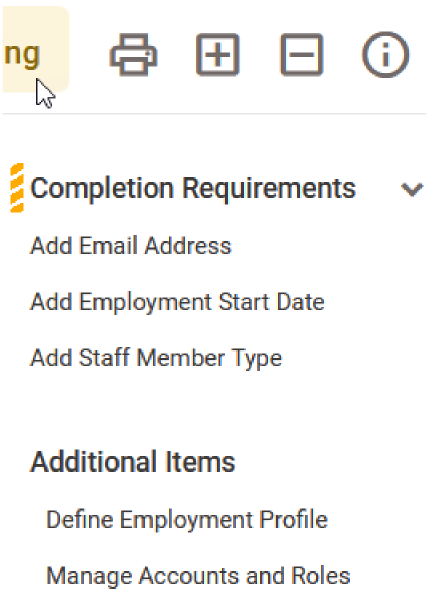
2. Click **Create New Staff Member** on the right top corner.



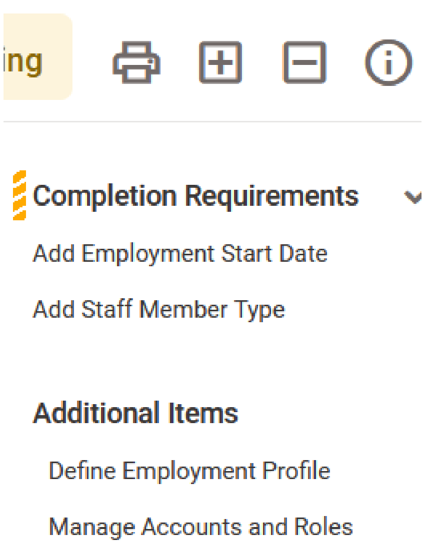
3. First name, last name, and gender (female, male, other) are required fields.



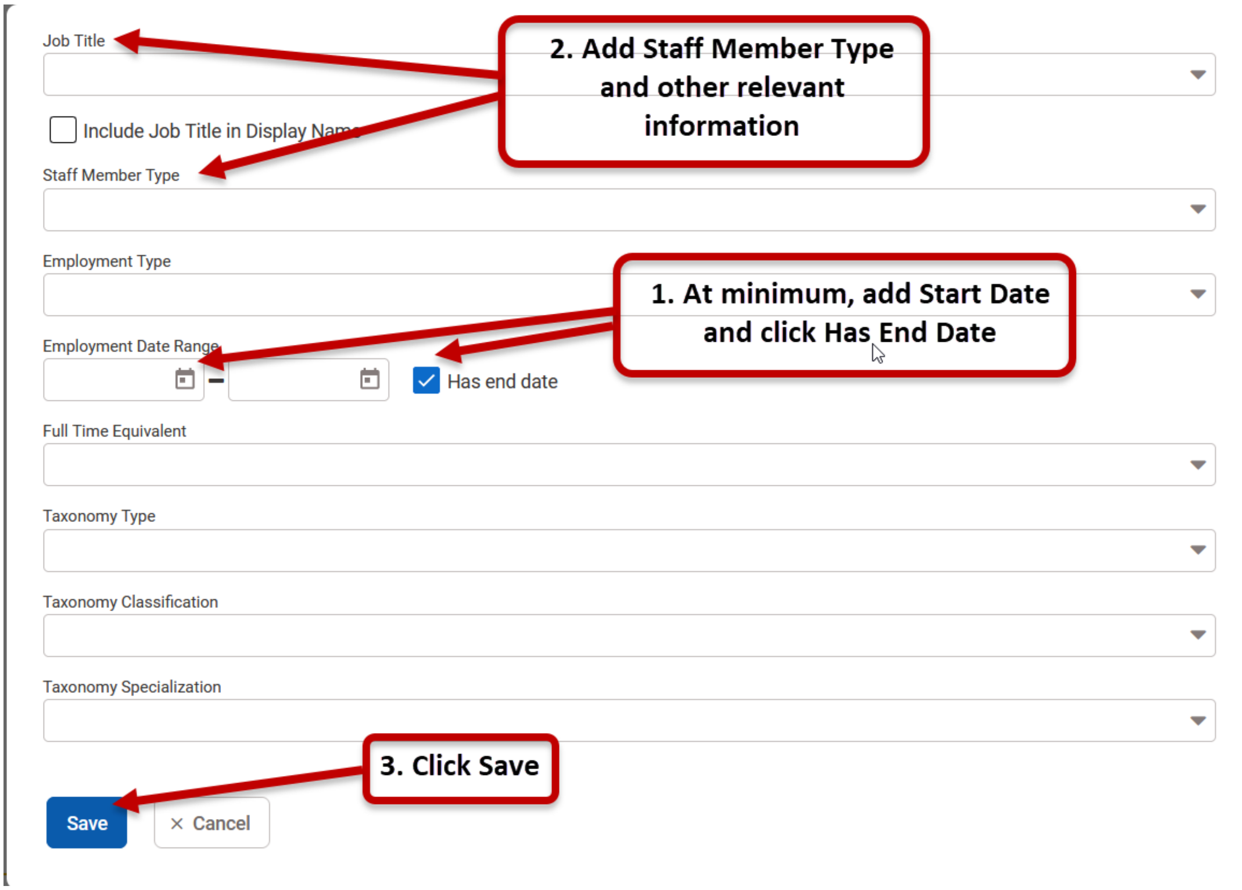
4. Once you save first name, last name, and gender, it will lead to **Staff Profile** page. Find **Completion Requirements** from the right panel. Click **Add Email Address**. Email address is required to set up the login credential.



5. After entering the email address, the **Add Email Address** selection will disappear. **Add Employment Start Date** and **Add Staff Member Type** should still be visible.

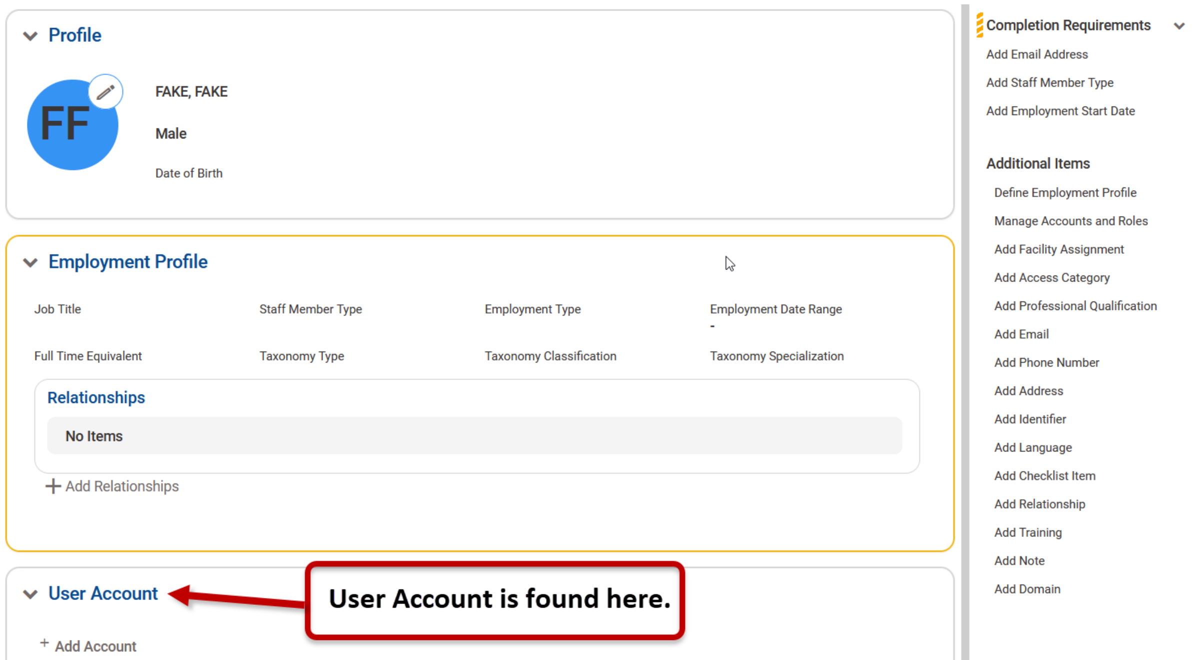


6. Add **Start Date**. Select **Has end date**. You do not need to add the end date. However, you need to indicate that the position has an end date. **Staff Member Type** is also required information. Please enter other relevant information such as Job Title. Click **Save** upon completion. The **Completion Requirements** section will disappear.

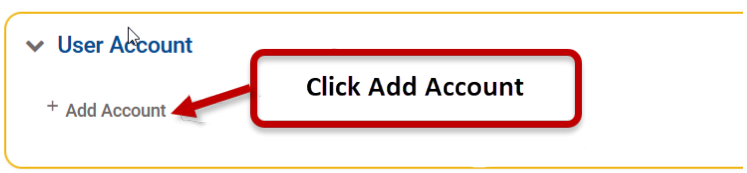


7. Create User Logon ID following the below steps.

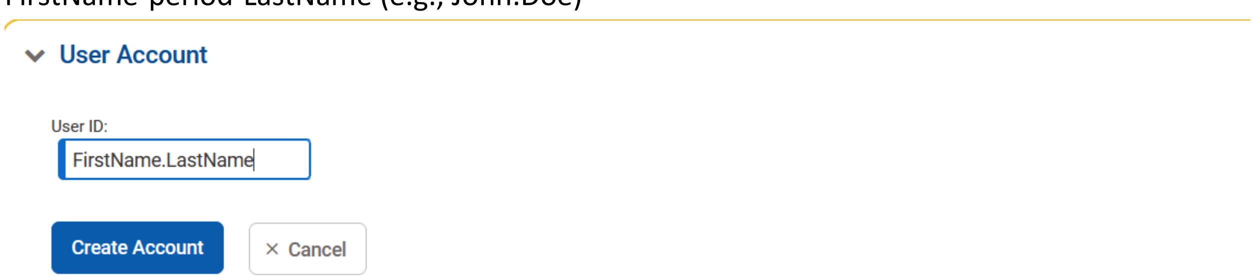
a. Find **User Account** section as shown at the bottom of this screenshot.



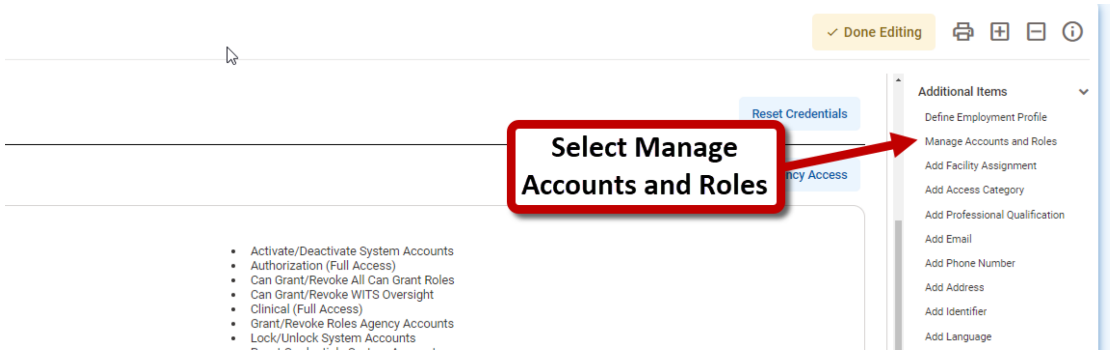
b. Click **Add Account** to create the new user account with a new user ID.



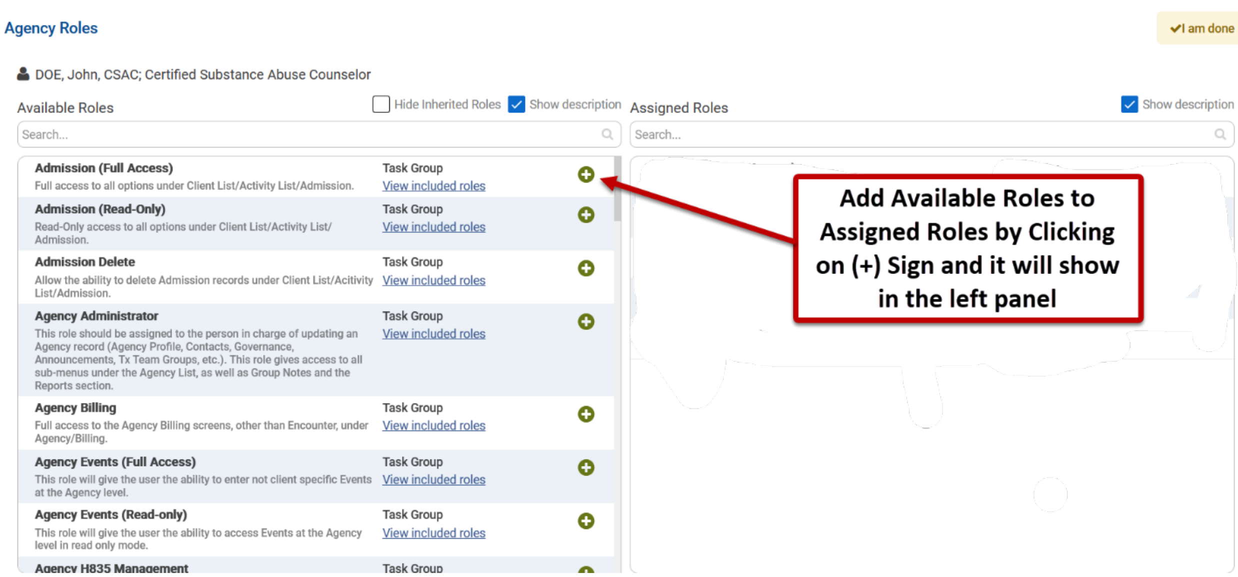
c. Create a new **User ID** by following the User ID Format: FirstName-period-LastName (e.g., John.Doe)



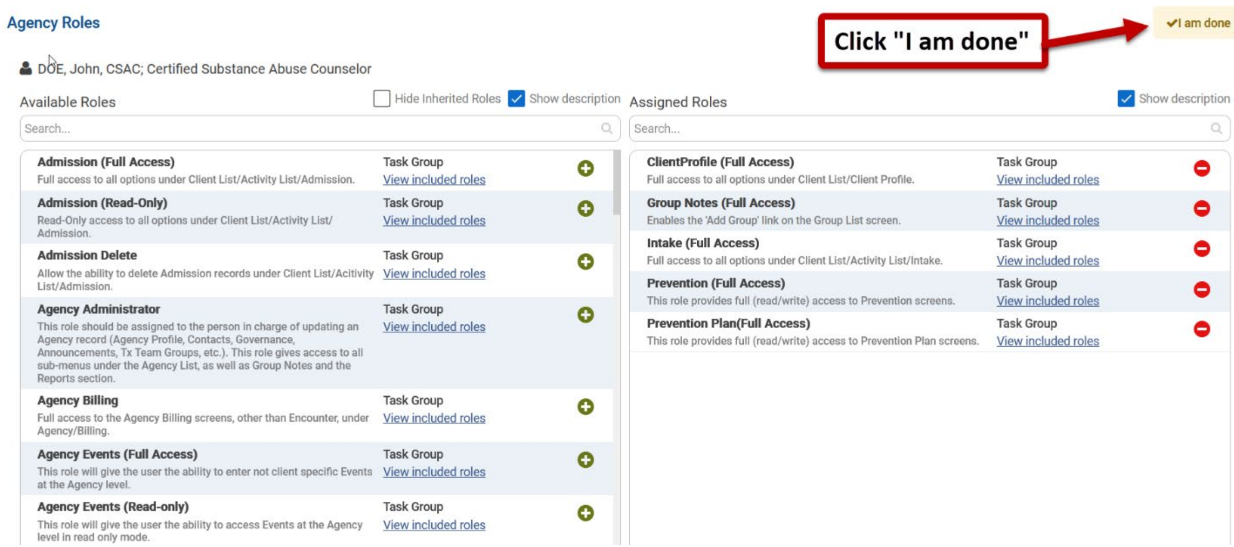
8. Select **Manage Accounts and Roles**.



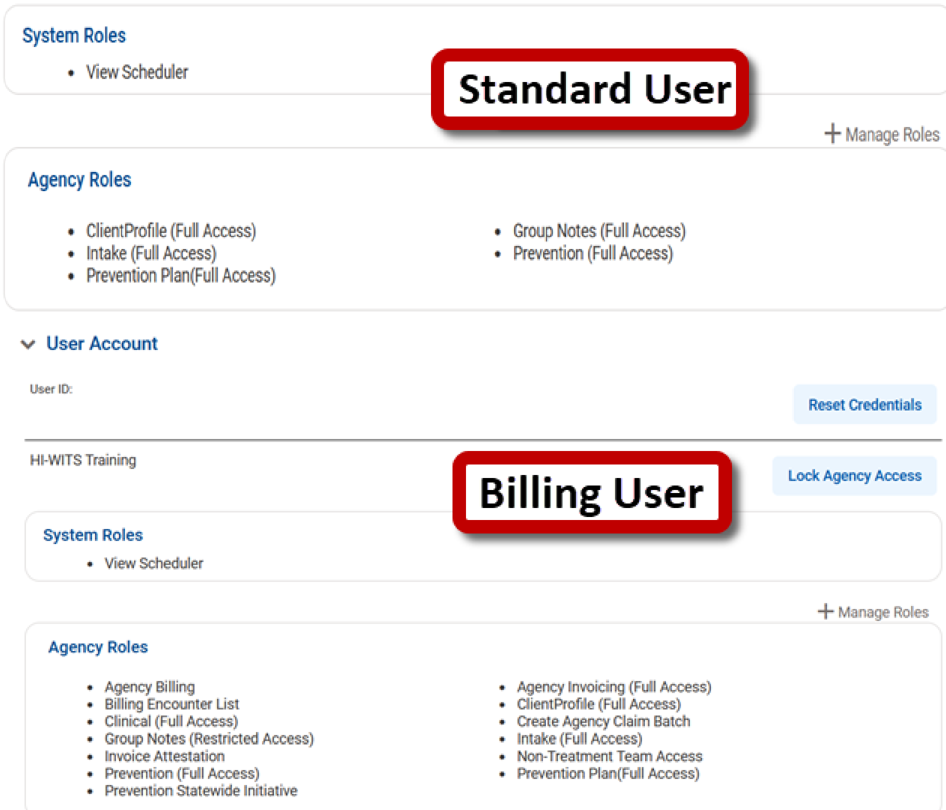
9. Assign **Roles** and **Role Attributes** by clicking the plus sign (+).



10. If you need to remove the role from the right panel, click the minus sign (-). When finishing the role selection, click **I am done**.

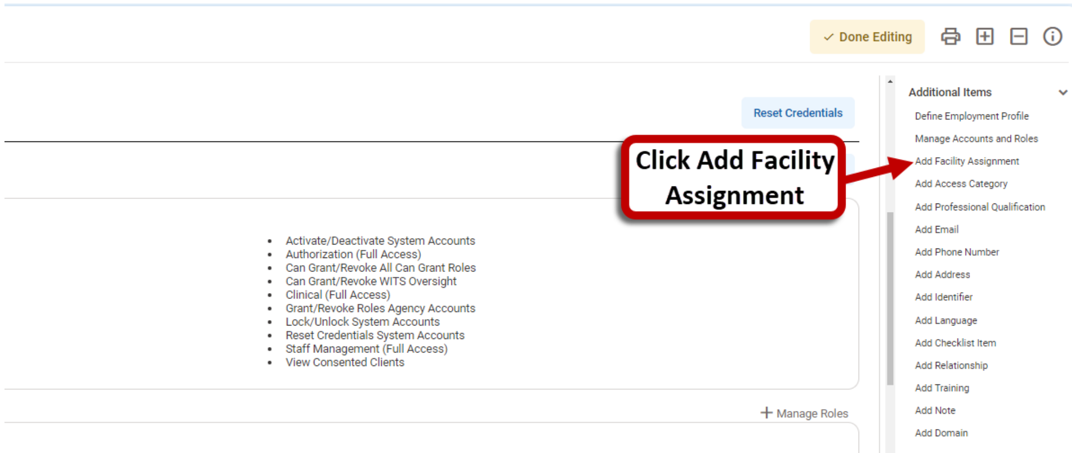


The below are example agency roles for **Standard User** and **Billing User**.

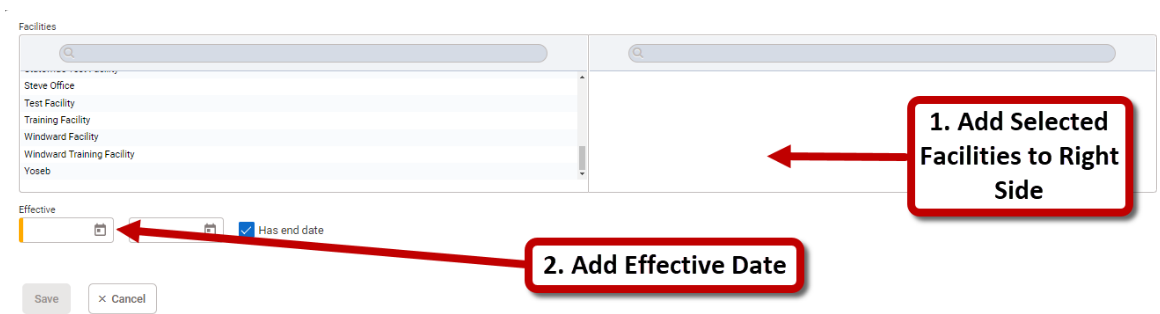


11. Assign staff to facility and add effective dates.

a. Click **Add Facility Assignment**.

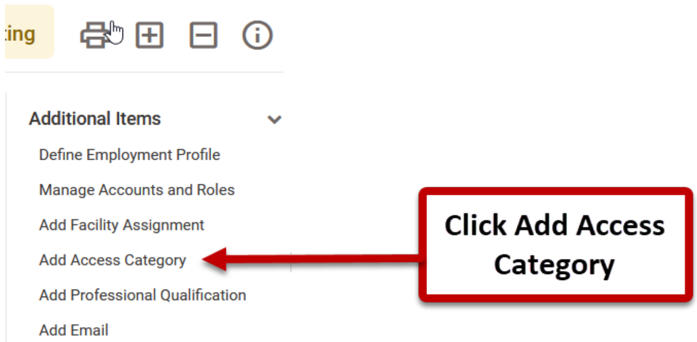


b. Add at least one facility to the right side. You can assign one or more facilities. If an end date is known, please add. At minimum, you need to add a start date and select **Has end date**.

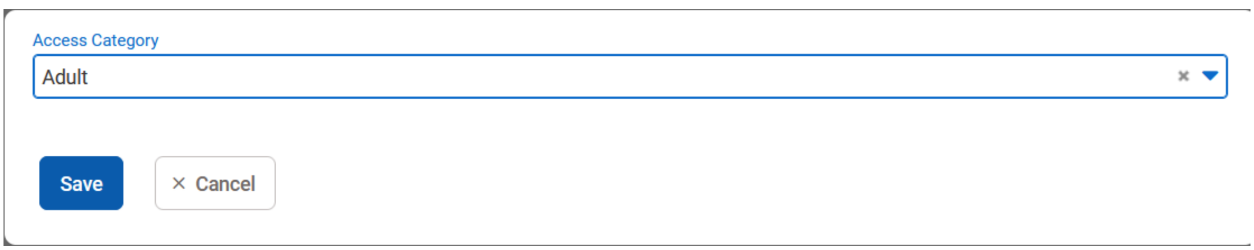


c. Once facilities are assigned, click **Add Access Category**. If this feature is not used, you can leave it as is.

d. *Note*: please ensure that when creating new profiles, correct Access Category is assigned. It is vey important for you not to assign improper access privilege to accounts.

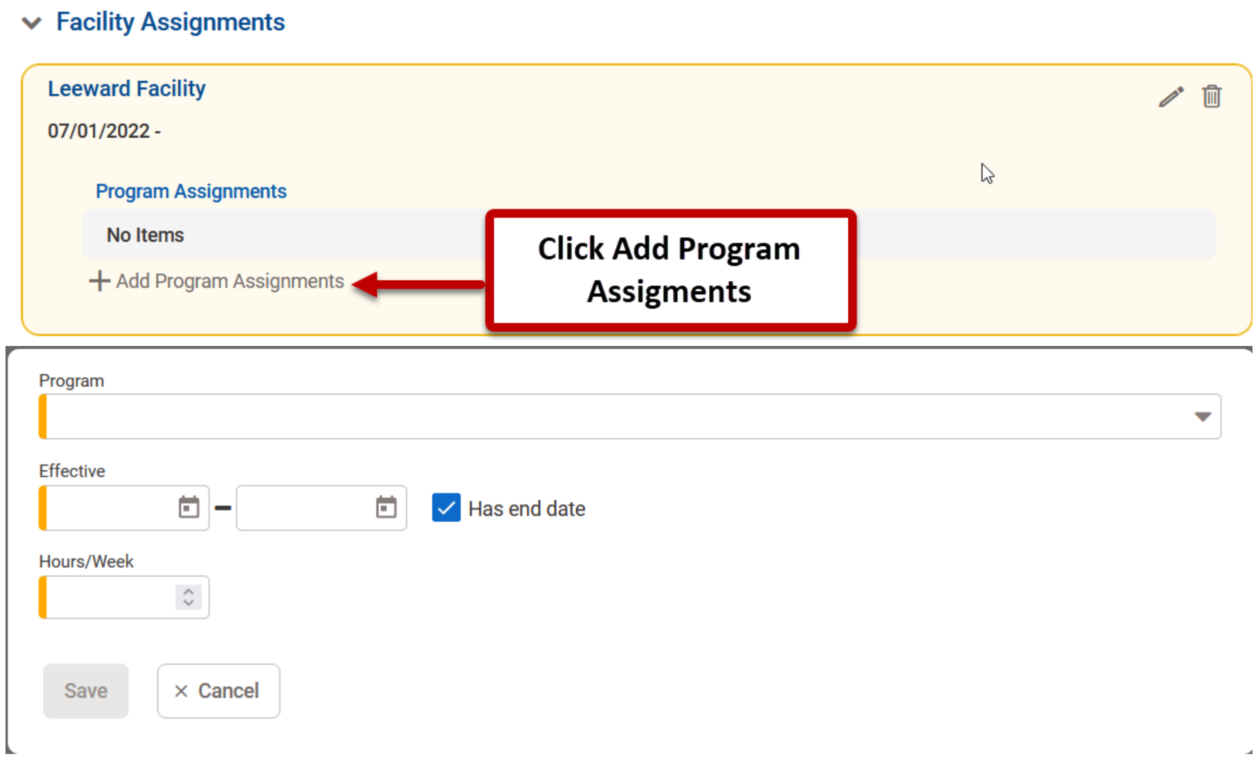


e. Choose **Access Category** from the drop-down menu and click **Save**.

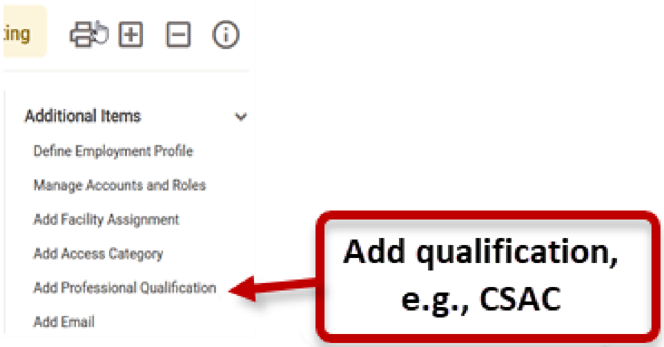


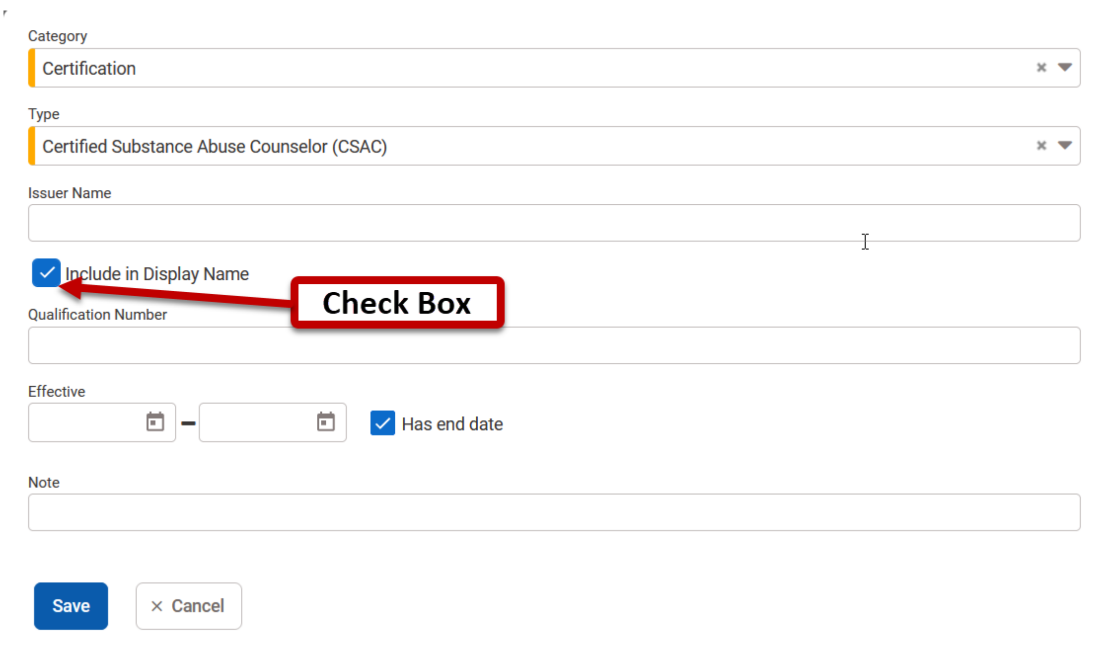
12. Assign facility programs that the new user will have access to. This will allow the user to view information about the program enrollment.

a. Go to **Facility Assignments** and click **Add Program Assignments**.



b. Add **Professional Qualification** (e.g, CSAC)





c. If the new user is assigned to the Clinical Supervisor role, the person will be able to access to all programs in the assigned facilities.

d. Click **I am done**

If you have any questions, please contact the WITS Help Desk via phone or email (DOH.ADAD.WITSHELP@doh.hawaii.gov).