



DEBS CHECKLIST

ADDING A NEW USER TO DEBS

A designated **Facility Administrator** can add a new **Facility User** to DEBS. There are two options:

- ☐ Make a request by emailing the DMHA SOR team. Include the new user's **First/Last Name** and **Email address**.

OR

- ☐ Facility Administrator can add new users directly in the DEBS portal.
 - ☐ From the **Facility Dashboard**, click blue **User Management** button on the top right of the screen.
 - ☐ On the top right click the **blue plus sign**.
 - ☐ In the pop-up window put in user Email, First Name, Last Name, and Role.
 - The "Role" is typically **Facility User**. **Facility Admins** are similar to Facility Users but are authorized to add new users on behalf of the provider.
 - ☐ Click the blue **Invite User** button. The new user has now been added to the DEB Portal.
- With either method, a new user will receive an email from DEBS with the subject "**Indiana Voucher Portal Invitation**" within 24 hours. There will be a link to set up the account with Access Indiana, which is the State's secure login system. The link for accessing DEBS is: <https://secure.in.gov/apps/fssa/voucher/>.
- If you would like any support training your new staff, please contact DMHA's SOR Team:
 - Joann Keys, Data Coordinator, Joann.Keys@fssa.in.gov
 - Laura Schairbaum, SOR Coordinator, Laura.Schairbaum@fssa.in.gov

EDITING A USER PROFILE OR DEACTIVATING A USER

You can change some profile information or deactivate a user from the DEBS portal. When an employee leaves their position, it is recommended to deactivate their account and remove them from the Facility's account. Profile changes can be requested by emailing the DMHA SOR team or a **Facility Administrator** can take following these steps:

- ☐ From the **Facility Dashboard**, click on the blue **User Management** button on the top right side.
- ☐ Click on the User you are editing or deactivating.
- ☐ On the next page, in the **User Information** section, click on the **pencil icon** in the right side.
- ☐ As needed, change the **Email, First/Last Name, and Role**.
- ☐ To deactivate a user, **uncheck "Enabled" box**
- ☐ Click on the **red X** next to the name of the User. This will remove the User from the list of Users in the Facility User Management list.