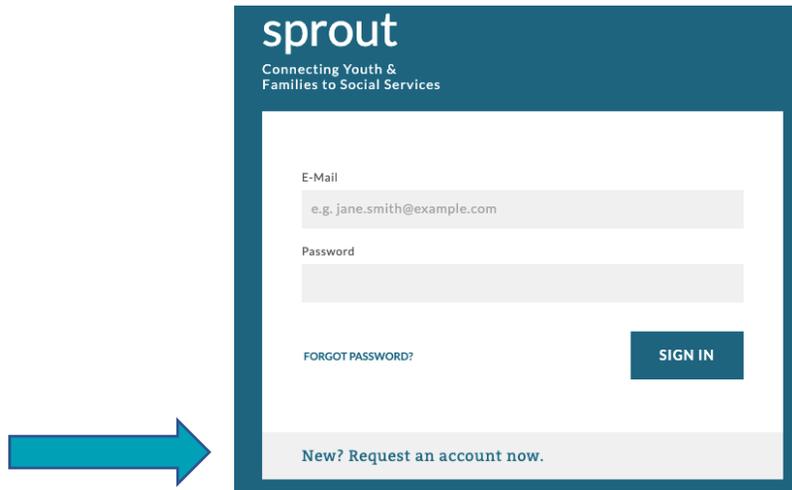


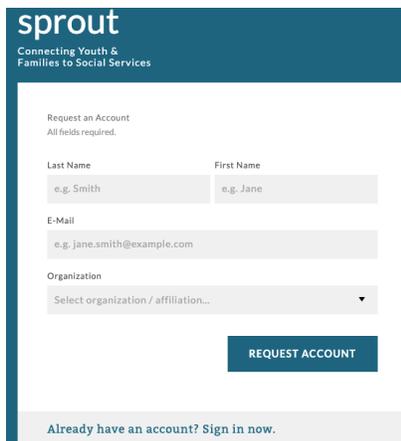
How to Create a User Account in Sprout

1. Go to <https://sproutservices.org>
2. Click on **“New? Request an account now”**



The screenshot shows the Sprout login page. At the top, it says "sprout Connecting Youth & Families to Social Services". Below this, there are input fields for "E-Mail" (with the example "e.g. jane.smith@example.com") and "Password". There is a "FORGOT PASSWORD?" link and a "SIGN IN" button. At the bottom of the page, there is a link that says "New? Request an account now." A large blue arrow points from the left towards this link.

3. Complete Requested Fields and Select “Request Account”
Make sure you select YOUR agency name under “Organization.” All providers are already entered into the system.

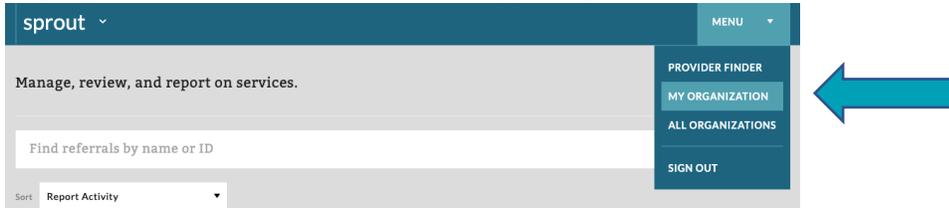


The screenshot shows the "Request an Account" form. It has the Sprout logo and tagline at the top. Below, it says "Request an Account All fields required." There are input fields for "Last Name" (example: "e.g. Smith") and "First Name" (example: "e.g. Jane"). There is an "E-Mail" field (example: "e.g. jane.smith@example.com"). There is an "Organization" dropdown menu with the text "Select organization / affiliation...". At the bottom right of the form is a "REQUEST ACCOUNT" button. At the bottom left, there is a link that says "Already have an account? Sign in now." A large blue arrow points from the right towards the "REQUEST ACCOUNT" button.

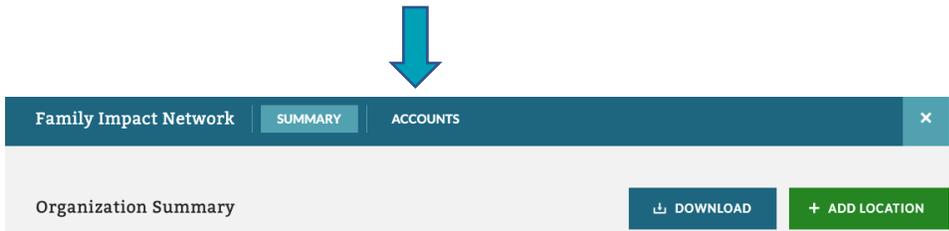
4. Once you Request Account, the Org Admin for your agency will review the request and once approved, the staff member will receive an email to the address they provided letting them know the account was approved.
5. Go to <https://sproutservices.org> or there may be a link in the email you receive. You will log in with your email address and from there, there are instructions to create a password.

FOR ORG ADMINS TO APPROVE STAFF:

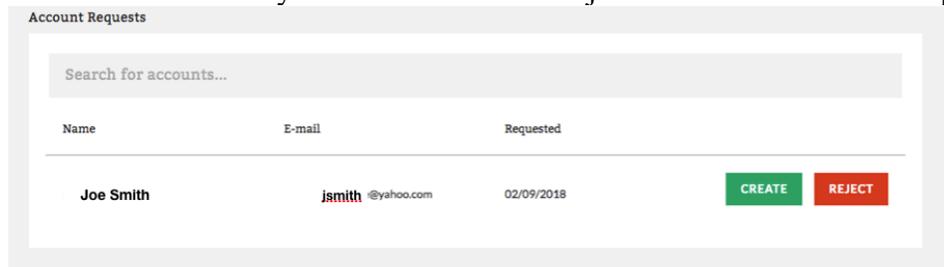
6. Once staff has completed the above steps, the Org Admin will need to select “My Organization” from the Menu in the upper right corner.



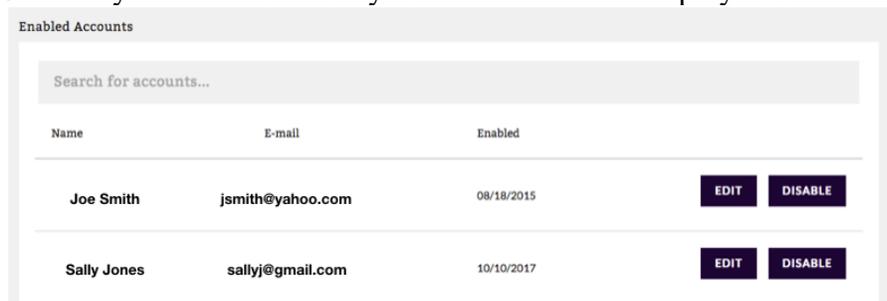
7. Select “Accounts” at the top of the page.



8. Scroll to “Account Requests” and you will see a list of employees who have requested accounts. From there you can “Create” or “Reject” an account for that employee.



9. Once you select “Create” you will now see the employee below in “Enabled Accounts”



10. If an employee leaves the agency, you must select “Disable” to remove their access to Oliver. Once you select “Disable,” that employee is moved to a list below called “Disabled Accounts”

Disabled Accounts			
Search for accounts...			
Name	E-mail	Disabled	
Joe Smith	jsmith@yahoo.com	04/14/2017	ENABLE

11. Employees listed under “Disabled Accounts” can be added back to “Enabled Accounts” by selecting the “Enabled” button next to their name.

12. Once the staff member’s account is Enabled you can select “Edit” to set their permissions.

Enabled Accounts			
Search for accounts...			
Name	E-mail	Enabled	
Joe Smith	jsmith@yahoo.com	08/18/2015	EDIT DISABLE

13. You can select the services you want the employee to have access to that your agency provides. Select “Save and Close” when complete

User Details	
Details	Last Name * <input type="text" value="Smith"/> First Name * <input type="text" value="Joe"/>
Contact Information	E-Mail * <input type="text" value="jsmith@yahoo.com"/>
Service Type Permissions	VISITATION SERVICES <input checked="" type="checkbox"/> This person has access to Visitation Services Permission Level <input type="radio"/> Basic User <input checked="" type="radio"/> Service Admin
	Which permission level? Basic User This person will be able to enter visitation and unusual incident reports into Oliver. Service Admin This person will be able to manage visit referrals, create and approve reports within Oliver.
	FAMILY PRESERVATION SERVICES <input type="checkbox"/> This person has access to Family Preservation Services
	PROMOTING FIRST RELATIONSHIPS SERVICES <input type="checkbox"/> This person has access to Promoting First Relationships Services
	PARENT-CHILD INTERACTION THERAPY SERVICES <input type="checkbox"/> This person has access to Parent-Child Interaction Therapy Services
	SAFECARE SERVICES <input type="checkbox"/> This person has access to SafeCare Services
	POSITIVE PARENTING PROGRAM SERVICES <input type="checkbox"/> This person has access to Positive Parenting Program Services
	HOMEBUILDERS SERVICES <input type="checkbox"/> This person has access to HOMEBUILDERS Services
	FUNCTIONAL FAMILY THERAPY SERVICES <input type="checkbox"/> This person has access to Functional Family Therapy Services
	INCREDIBLE YEARS SERVICES <input type="checkbox"/> This person has access to Incredible Years Services
CRISIS FAMILY INTERVENTION SERVICES <input type="checkbox"/> This person has access to Crisis Family Intervention Services	
Organization Admin Rights	ORGANIZATION ADMINS HAVE THE ABILITY TO APPROVE AND MANAGE ALL USER ACCOUNTS WITHIN THEIR ORGANIZATION, AND VIEW AND ACCESS ALL BILLING DATA WITHIN THEIR ORGANIZATION. <input checked="" type="checkbox"/> Make this person an Organization Admin

SAVE & CLOSE

14. If you would like to make a staff an Org Admin you would check the “Make this person an Organization Admin” box under “Organization Admin Rights” at the bottom of the page. When this is selected a request goes to CSSAT who has to approve someone to be an Org Admin.

a. You would get a similar message as when first signing up for an account letting you know you are approved to be an Org Admin.

Organization Admin Rights	<p>ORGANIZATION ADMINS HAVE THE ABILITY TO APPROVE AND MANAGE ALL USER ACCOUNTS WITHIN THEIR ORGANIZATION, AND VIEW AND ACCESS ALL BILLING DATA WITHIN THEIR ORGANIZATION.</p> <p><input checked="" type="checkbox"/> Make this person an Organization Admin</p>
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