

How To Assign A Role In The Communications Directory

1. Click **Coordinator's Update Tool**
2. Select the appropriate organization
3. Click **Manage Role Assignments** (blue tab)
4. Click the **Modify** link located to right of the role name
5. Under section 2 (if no one is currently in role) or section 3 (if role has been assigned), check the box to the right of the person with an ID you wish to add to the role
TIP: Avoid assigning the role if you see an "na" after a user's name. This will not assign user any permissions.
 - a. If you cannot locate the person in the list, then proceed to the last option, "Search for Person(s) by Name." Enter the person's last name in the Search for Person(s) by name.
 - b. Click **Submit**
 - c. Select the person in the list with a valid user ID
6. Click **Add Role Assignments.**

OR, if the person and user ID appear in Manage People, then you can use this method to assign one or more roles:

1. Click **Coordinator's Update Tool**
2. Select the appropriate organization
3. Click **Manage People** (blue tab)
4. Click on the **user's name** you want to assign role(s) to.
 - a. If you do not see user in list, the user may have a Primary Organization with another facility/agency or may have attained an HCS account using their medical license. In other words, you will not see user in your Manage People. Use instructions above.
5. Click **Manage Role Assignments** tab
6. Check the box next to the role(s) you wish to the user to hold
7. Click **Revise Role Assignments.**

For additional assistance, please call the Commerce Accounts Management Unit (CAMU) at 866-529-1890 press option 2.