Magellan HEALTHCARE	How Do I Create Logins for Others at My Practice?

For Additional Questions and Answers, visit our FAQ section

Steps: Create Login
1) To access, **click Administrator Setup** on the left hand side menu on the *My Practice* Page.
2) On the *Administrator Setup* screen **click "Continue" under Add New User**.
3) At Step 1, **click on the appropriate Entity from the drop-down list**. You will usually only see one option in this list, unless you are the Administrator for several practices. **Click "Go."**
4) At Step 2, **enter the information in all required fields**.
5) Next, **select the applications to which this user should have access**. To select more than one from the list, **hold the <Ctrl> key while clicking on each application**.
6) Next, **select the User Type from the drop-down list**. You will usually only see "Support Staff" as an option.
7) If you have more than one MIS/TIN combination, you will need to **select the MIS and TIN** to which this user should have access.
8) **Click "Add User."**
9) The screen will display the Username and Temporary Password for this new user. Please inform the new user of this information so that they can login and create a new password.
Steps: Maintain Logins
1) To access, **click Administrator Setup** on the left hand side menu on the *My Practice* Page.
2) **Locate the user's name** in the Edit Existing Users section of the screen. **Click on the Edit link** to the right of the person's name.
3) To add or remove applications to which this person has access, **hold the <Ctrl> key which clicking on the application you wish to add or remove**.
4) **Click "Save Changes."**

TIPS:

- There is only one Administrator per practice. If you don't know who your Administrator is, contact us via the FAQs.
- To change the Administrator for your practice, contact us via the FAQs.
- To disable a user's access to the site altogether, select 'None' from the list of site applications.