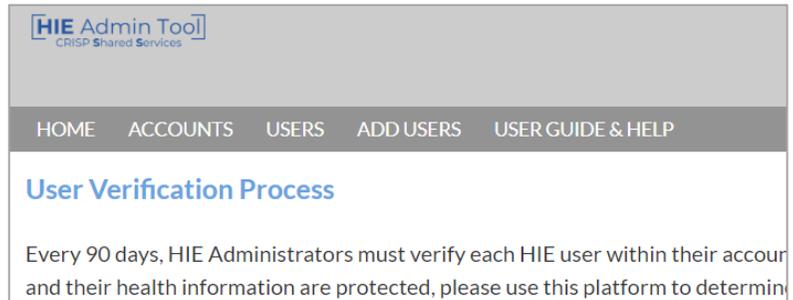


Quick Tips - HIE Admin Tool

Here are quick tips for the CurrentCare HIE Admin Tool.

Learn more at:

CurrentCareRI.org/HIEadmin



Add One User	Add Users > Single User
Add Multiple Users	Add Users > Bulk User
Audit User Access	Accounts > Your Account > Audit [top right] Tip: do this monthly to avoid user suspension at 90 days
Delete User Account	Accounts > Your Account > Audit [top right] > Deny
Export User List	Accounts > Your Account > User Export [top right]
Manage Service(s)	Accounts > Your Account > Services > Your Service > Service Management [top right] <ul style="list-style-type: none"> Assign Services Deactivate Services (Also, how to view all users with a service)
Reactivate Suspended Users	Accounts > Your Account > Audit [top right] > Suspended Users > Approve (or Approve Current Page)
Resend Invitation (Initial user setup: activation expired)	Users > Your User > User Services > View All > Portal Service > HIE Portal User Management [top right] > Resend Activation
Reset Password	Users > Your User > User Services > View All > Portal Service > HIE Portal User Management [top right] > Reset Password

- **First** add user(s) to CurrentCare Portal **then** assign service(s) to them
- User invitations expire in 72 hours (avoid sending on Fridays)
- Add CurrentCare to your HR onboarding & termination processes
- To avoid suspension, audit each user account every 90 days (we suggest monthly)