



# Supervisor Registration

Connecticut Department  
of Social Services

Ascend Management  
Innovations  
[www.Ascendami.com](http://www.Ascendami.com)

Supervisors responsible for oversight of facility staff who will submit screening information are designated to manage sign-on privileges for all subordinate staff at the facility that will use WEBSTARS™, Ascend's proprietary web-based Level I/LOC screening site at [www.pasrr.com](http://www.pasrr.com).

## Supervisor Registration

Individuals employed by nursing homes or hospitals in Connecticut as supervisors (or, alternatively, as the sole individual at a facility who would submit screens), may request supervisor privileges to set up users at that facility. **Supervisors must be designated to maintain their agency user information.**

**Step 1:** Log onto [www.pasrr.com](http://www.pasrr.com)

**Step 2:** Locate the link on the right labeled "Connecticut WEBSTARS™" and click the link to enter

**Step 3:** Click on the "Supervisor Registration" icon on the Connecticut WEBSTARS™ home page. Complete the registration form and click *submit*.

**Step 4:** Ascend will forward an email within 2 business days to the supervisor which will reflect whether the supervisor has been approved to use WEBSTARS™.

**Step 5:** Once you have received the email with an approval from Ascend, go to supervisor login at Connecticut WEBSTARS™ and set up facility users by following the instructions below.

- Log in to WEBSTARS™
- Click the "Supervisor Login" icon
- If you have previously set up any facility users, they will appear. You may edit as necessary.
- If you need to set up new users in your facility, click "Add User" at the top of the page.
- Complete the User form and submit to Ascend.
- Each identified user will receive an email within 2 business days with a link to access WEBSTARS™.

**Step 6:** Once agency staff receive emails from Ascend approving system access, they may begin using WEBSTARS™.

## Updating or Removing Users or Passwords

The agency supervisor is responsible for maintaining user updates, including adding and deleting users. That process follows.

**Step 1:** At [www.pasrr.com](http://www.pasrr.com), the supervisor must locate the link labeled *Supervisor Login*. Sign on using your unique user name and password.

**Step 2:** The supervisor will have the ability to update users or reset passwords using the 'User Management Link'.

- To **add a new user**, click the link labeled 'Add User' and complete the form. Press *Save* when complete. WEBSTARS™ will send an email to the user's email address that you provided. The email will provide instructions on how to reset a password. Once the password is reset, the user will begin to submit reviews to Ascend using WEBSTARS™.
- To **remove log in privileges for a user**, locate the user in the table of users. Click on the link labeled "edit." WEBSTARS™ will take you into the form for that user. Change the status to *terminated* and press *Save* located at the bottom.

**Supervisors can  
ONLY set up  
agency users  
they supervise  
and will be re-  
quired to update  
their facility us-  
ers frequently.**

## Information for Supervisors