






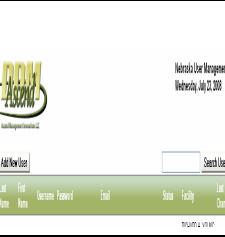
Nebraska Web Based PASRR System

How to Register as a Supervisor and Add/Update/Change Users

(A supervisor is anyone who has either responsibility for an agency/division or authority to oversee a worker.)

Welcome to the Nebraska Web Based PASRR System.

Please read the following information to begin using the Web Based System. If you have any questions, please contact help@ascendami.com or 877-431-1388 ext 3341.

Step 1	Go to www.pasrr.com .	
Step 2	Locate the link on the right label “Nebraska Web Based System” and click the link to enter.	Nebraska Web Based System
Step 3	Once on the Nebraska Home Page, print and review the following documents to better understand how to use the Web Based System: <ul style="list-style-type: none"> • <i>Getting Started for Agency Staff</i> • <i>Web Based Level I PASRR Tutorial</i> 	
Step 4	Read through the Nebraska <i>Web Based Level I PASRR Tutorial</i> and follow steps to setup <u>trusted sites</u> .	
Step 5	Register as a supervisor by going to www.pasrr.com and click the link for “Nebraska Web Based System”. Once on the Nebraska Home Page: <ul style="list-style-type: none"> • Locate the Supervisor registration link. • Enter the requested information • Press submit 	
Step 6	Once you press submit, DDM Ascend will receive your request for Supervisor privileges. <ul style="list-style-type: none"> • DDM Ascend will review the information and grant or deny privileges. • DDM Ascend will send the determination to your email address listed on the form within 2 business days of your request. You may receive a call from DDM Ascend if there are questions on your request. 	Check your email for status of your request.
Step 7	Once you have received email with approval from DDM Ascend, go to supervisor login and enter the user name and password on your registration form. A screen will appear with options to change your password or access user information. Click “User Management” to add new users.	
Step 8	The Supervisor screen will allow you to enter or update staff which you supervise. <ul style="list-style-type: none"> • To add a user, click on the “Add New User” icon. • Enter the user’s information. • Click “submit”. • To update existing users, locate the user and click his/her information. The user form will appear. Edit necessary information and click “save user details”. 	
Step 9	Once you have added a user, DDM Ascend will send the agency user a link directly to the email you indicated on the user form within 1 business day. The agency user will click on the link to set up their password.	User needs to check their email address.
Step 10	Provide the agency user with the handouts you printed in Step 3 . The user is now ready to submit Nebraska Level I PASRR requests through the Nebraska Web Based PASRR System.	Ready to submit a Web Based Level I



DDM Ascend welcomes your feedback on the Web Based PASRR System. Please send comments and suggestions to help@ascendami.com or fax them to 877-431-9568.