

# Getting Started for Agency Staff

North Dakota Under 21

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 screening site at [www.pasrr.com](http://www.pasrr.com).

## Staff Registration on PASRR.COM/WEBSTARS™

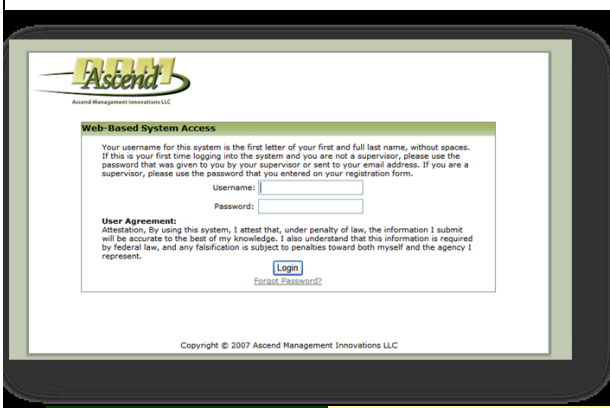
**Step 1:** The agency supervisor requests user privileges through WEBSTARS™ for each individual staff. **Ascend does not issue user names and passwords.**

**Step 2:** Once the supervisor has requested privileges for a particular individual, Ascend will forward an email within two (2) business days which will include authorization for that employee and a link to WEBSTARS™. The new user may access the link provided in the email and reset his/her password. The employee should click on the link and change the password.

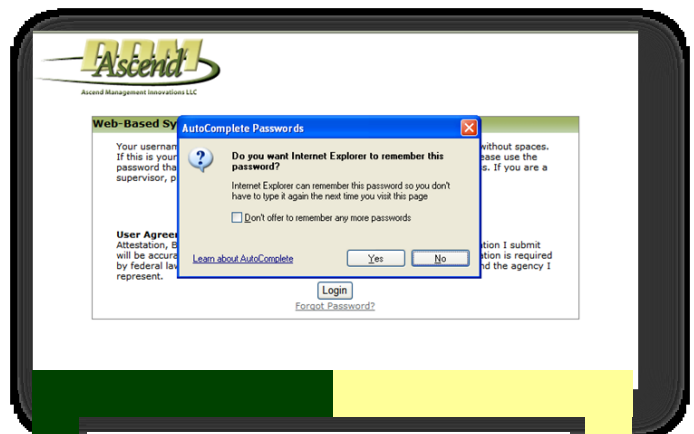
**Step 3:** Log onto [www.pasrr.com](http://www.pasrr.com). Locate the link labeled “[North Dakota Web Based Under 21 System](#)” and click that link to get started. Once the password has been reset, sign the electronic user agreement, which will automatically appear on the Login page. The agreement confirms that the user will use the application only for the intended purpose.

**Step 4:** Review the screening documents and tutorial.

**Step 5:** Follow instructions for submitting the screening form. If your submission requires further review by an Ascend clinician, a message will appear notifying you of next steps. Sign onto [www.pasrr.com](http://www.pasrr.com) to check the status of the review and to retrieve messages from the Ascend reviewer. Once/if approved, a screen will appear that prompts you to print the completed form with the outcome.



*Enter your unique name and password and note user agreement specifications associated with attestation of information accuracy.*



*Choose 'No'. Passwords should never be saved on the computer.*

## Important information about Electronic Screening Submission

- **Obtaining passwords.** Agency supervisors must be designated to issue privileges to staff within the facility.
- **Form omissions and saving capabilities.** Complete the form using instructions provided in the [Under 21 Provider Manual](#). If you have not completed all required areas on the screening form, WEBSTARS™ will not permit submission, and those required sections which are not completed will turn pink. If you need additional information to enable accurate submission of the form, save the form and obtain required information. **The form will be saved for 48 hours. After 48 hours, the submission will automatically be deleted.**
- **Form submission and printing.** Once all items are complete, press the submit button at the bottom of the form.
- **Obtaining disposition information.** If the screen was submitted on-line, the individual that submitted the screening information may obtain disposition information by signing onto pasrr.com and following log in steps.

