






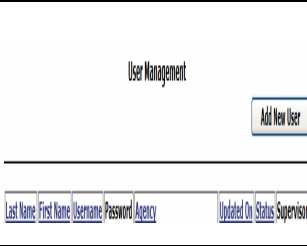
North Dakota Web Based System

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 North Dakota Web Based System.

Please read the following information to begin using the Web Based System. If you have any questions, please contact help@dd-management.com or 877-431-1388 ext 3330.

Step 1	Go to www.pasrr.com or www.dd-management.com	
Step 2	Locate the link on the right label “North Dakota Web Based System” and click the link to enter.	North Dakota Web Based System
Step 3	Once on the North Dakota 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>How to Use the Web Based System</i> • <i>Getting Started for Agency Staff</i> 	
Step 4	Read through the North Dakota <i>How to Use the Web Based System Tutorial</i> . Tutorial is located on North Dakota home page under Educational Tools.	
Step 5	Register as a supervisor by going to www.pasrr.com and click the link for “North Dakota Web Based System”. Once on the North Dakota 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 will receive your request for Supervisor privileges. <ul style="list-style-type: none"> • DDM will review the information and grant or deny privileges. • DDM will send you the determination to your email address listed on the form within 2 business days or your request. You may receive a call from DDM 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, 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.	
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 users information • Press submit • To update existing users, locate the user and press on any box. The user form will appear. Edit necessary information and press save user or remove user. 	
Step 9	Once you have added a user, DDM will send the agency user a link directly to their 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 North Dakota reviews through the North Dakota Web Based System.	Ready to submit a Web Based review



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