

# User Guide: Child Care Portal Delegated Administration Feature

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## 1.0 Delegated Administration Feature

The intent of the Delegated Administration feature is to enable users that have been identified and assigned Child Care Portal Admin privileges the ability to create, modify (roles and details), and disable users; as well as grant administrative privileges to other users. A delegated administrator is a user who is granted admin-level privileges in order to carry out these functions. Child Care Portal Admins are considered delegated administrators.

## 2.0 New User Welcome Email

When a new user is created, this user will receive an email from [support@calsaws.org](mailto:support@calsaws.org) informing the user that "Your CalSAWS account has been created". To activate the new user's account, the user must check their email to retrieve a unique link for password reset. Please follow the instructions provided in this email to reset your password. The new user will become active in the CalSAWS system once their password is reset.

*\*For Non-LA County users only*

## 3.0 Child Care Portal Administrator Capabilities

### Child Care Portal Administrators Can:

#### Create New Users

Add an individual with no previous CalSAWS ID to the CalSAWS system; creating a new account

#### Edit Users

Modify the details for an existing user within the CalSAWS system

#### Assign Access

Assign a CalSAWS user a defined role or group membership that provides a certain level of system access based on the parameters of the role

#### Disable Users

Disable an existing user within the CalSAWS system; the user is not permanently removed

#### Revoke Access

Disable CalSAWS system access or defined privileges for a designated user. *This function is used in cases where an employee leaves the company, changes roles/departments, etc.*

#### Assign Administrator Roles

Assign administrator privileges to another user. Administrator privileges include the ability to manage other users, assign roles, and revoke access

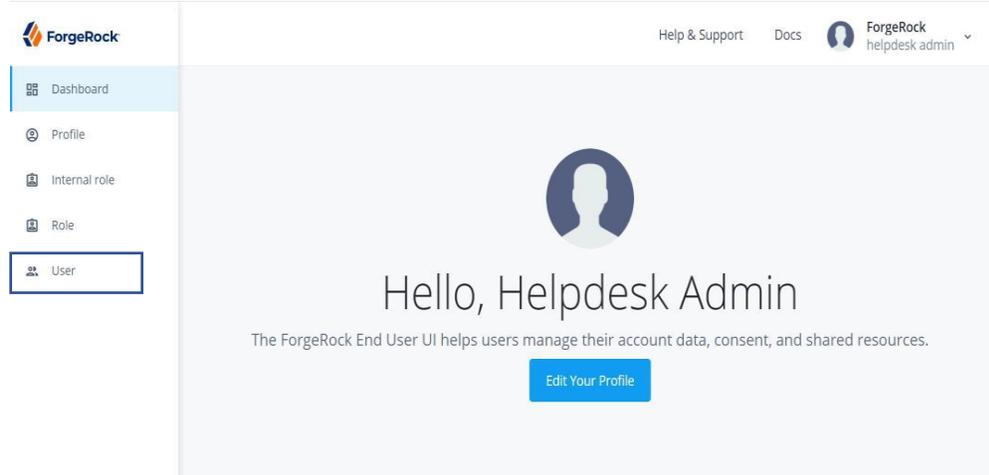
#### Revoke Administrator Roles

Disable a user's administrator privileges

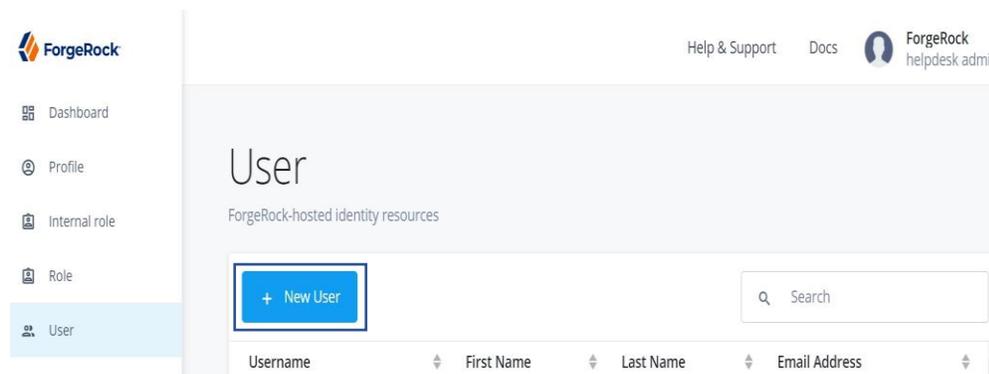
## 4.0 Create New Users

CalSAWS Child Care Portal Admins can add an individual in their county and, or state-wide individuals with no previous CalSAWS ID to the CalSAWS system using the steps below:

1. Navigate to the Child Care Administrator Portal homepage and navigate to the User tab

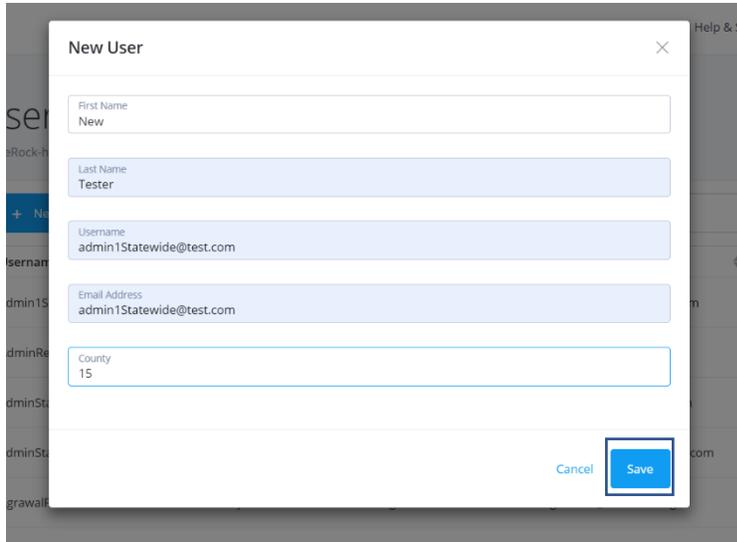


2. Select Add New User (+ New User)



3. Enter the new user's information and click Save

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**New User**

First Name  
New

Last Name  
Tester

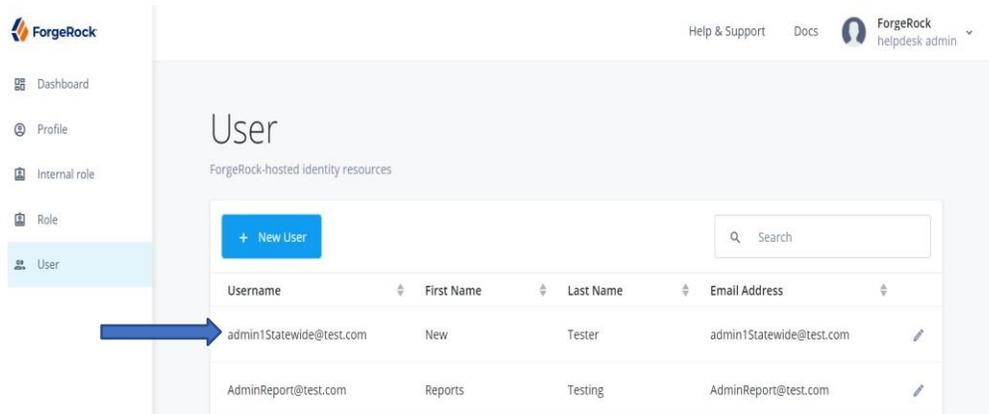
Username  
admin1Statewide@test.com

Email Address  
admin1Statewide@test.com

County  
15

Cancel Save

4. The new user will now populate in the list of Child Care Portal users



ForgeRock

Help & Support Docs  ForgeRock helpdesk admin

Dashboard

Profile

Internal role

Role

User

User

ForgeRock-hosted identity resources

+ New User

Search

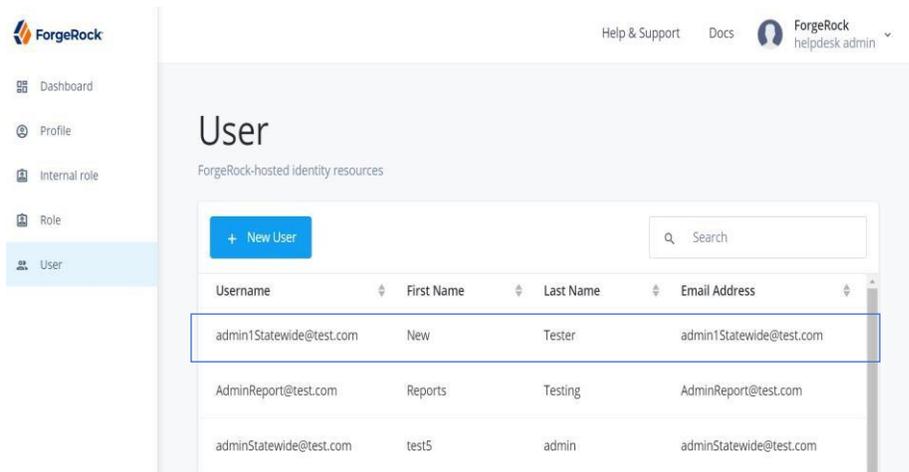
Username	First Name	Last Name	Email Address
admin1Statewide@test.com	New	Tester	admin1Statewide@test.com
AdminReport@test.com	Reports	Testing	AdminReport@test.com

5. To activate the new user's account, the user must check their email to retrieve a unique link for password reset. The new user will become active in the CalSAWS system once their password is reset.

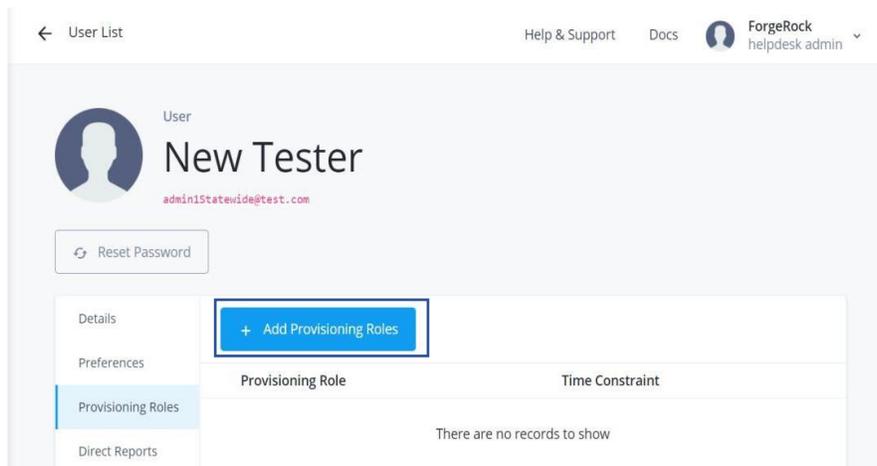
### 5.0 Assign Access

1. Navigate to the User tab from the Child Care Administrator Portal homepage and click on the user who you'd like to assign access to

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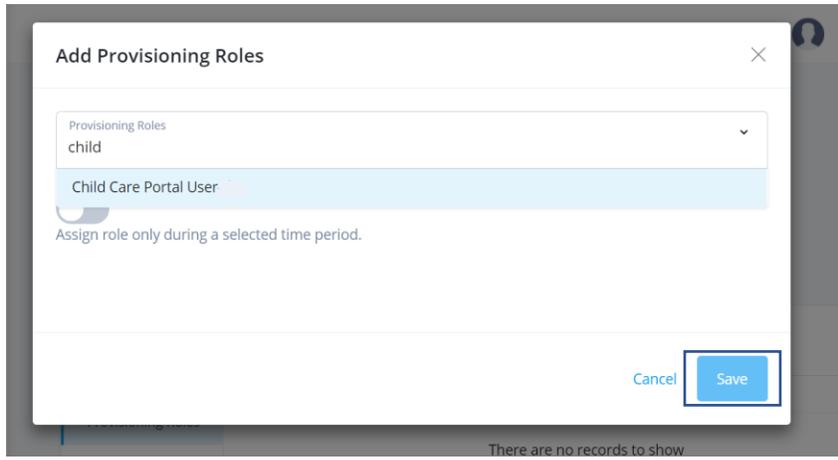


2. Once the user is selected, navigate to the Provisioning Roles tab. Select Add Provisioning Roles (+ Provisioning Roles) to add access

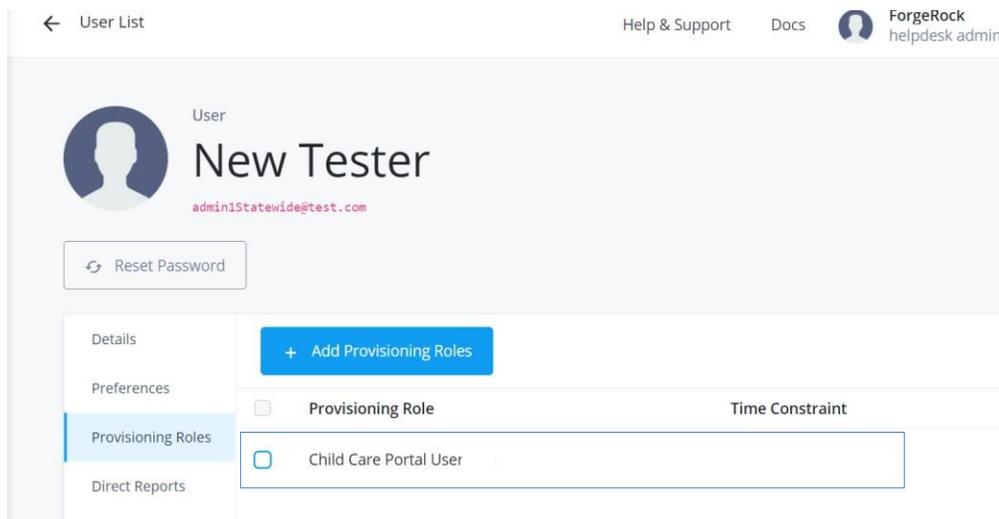


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3. Begin typing in the role that you'd like to add the user to; all available roles will populate. Select your role of choice and click Save



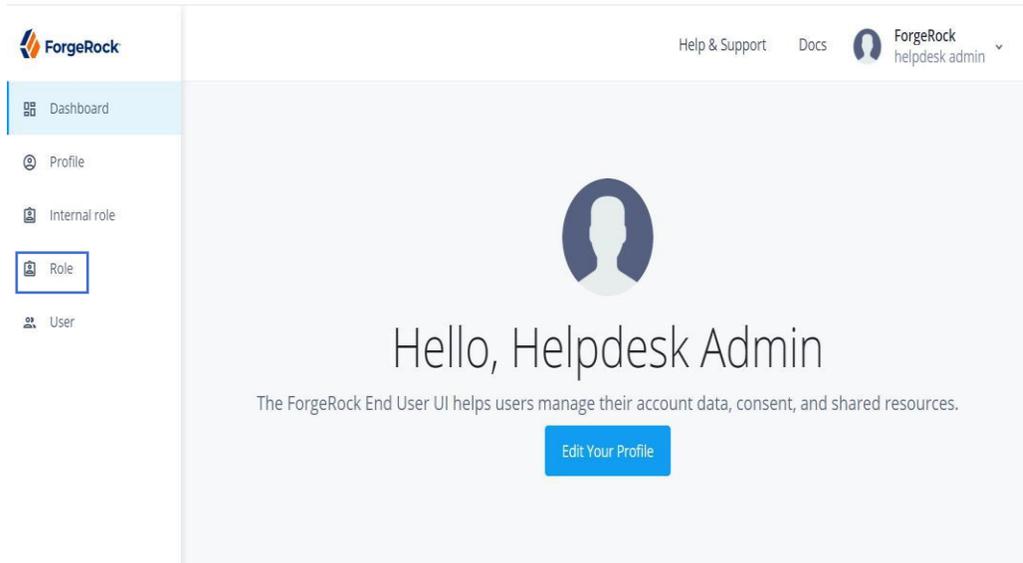
4. The user's new role will now populate in the Provisioning Role list.



## 6.0 Revoke Access

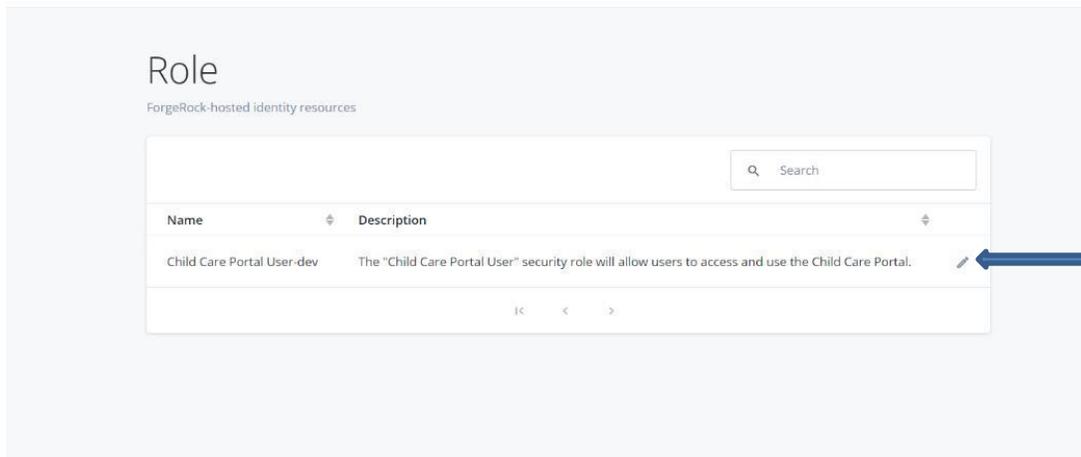
Revoking access is the ability to remove a user’s access to CalSAWS applications that the user has defined privileges to. Users are revoked in cases where the user leaves the company, changes roles/departments, etc.

1. From the Child Care Portal dashboard navigate to the Role tab

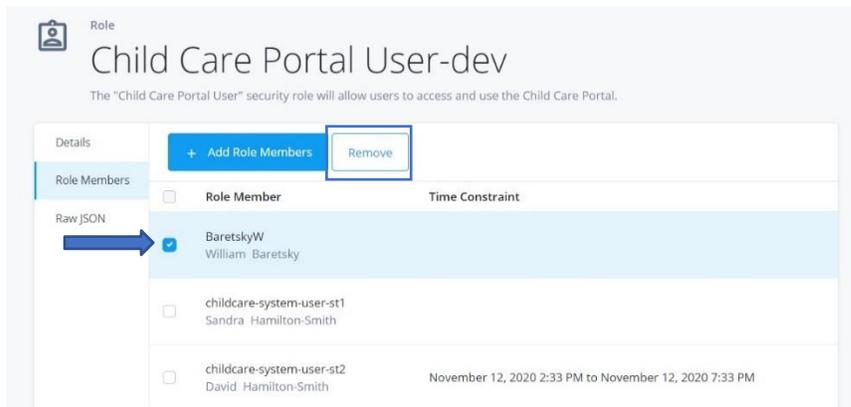


2. All roles that the user has been assigned (or applications which the user has privileges to) will populate. Select the role(s) you wish to revoke by clicking on the pencil next to the role’s name.

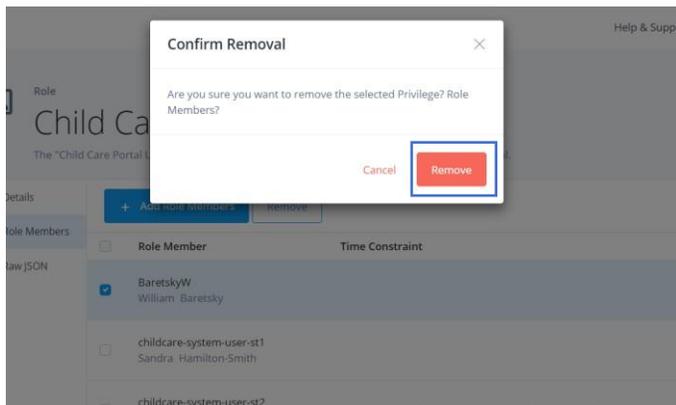
## CalSAWS – California Statewide Automated Welfare System



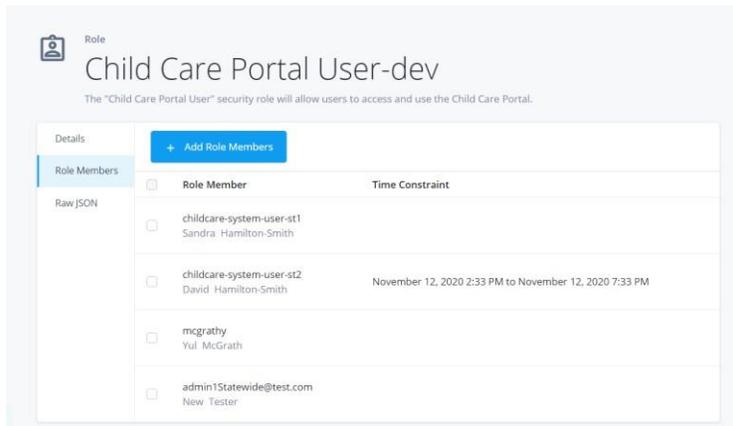
3. Navigate to Role Members tab and select the user you wish to revoke by checking the check box next to the user's name. Then click remove



4. You will confirm the removal of this user from the role by clicking Remove



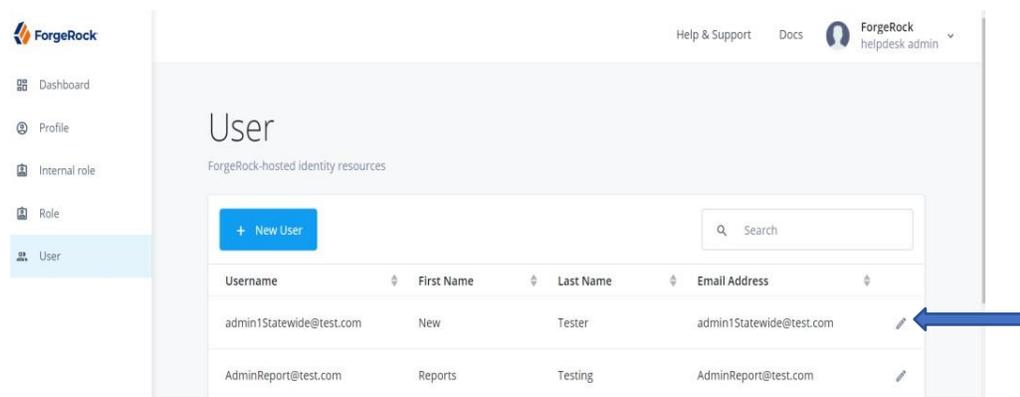
5. The user designated for revocation will no longer appear in the list of Role Members



## 7.0 Edit New Users

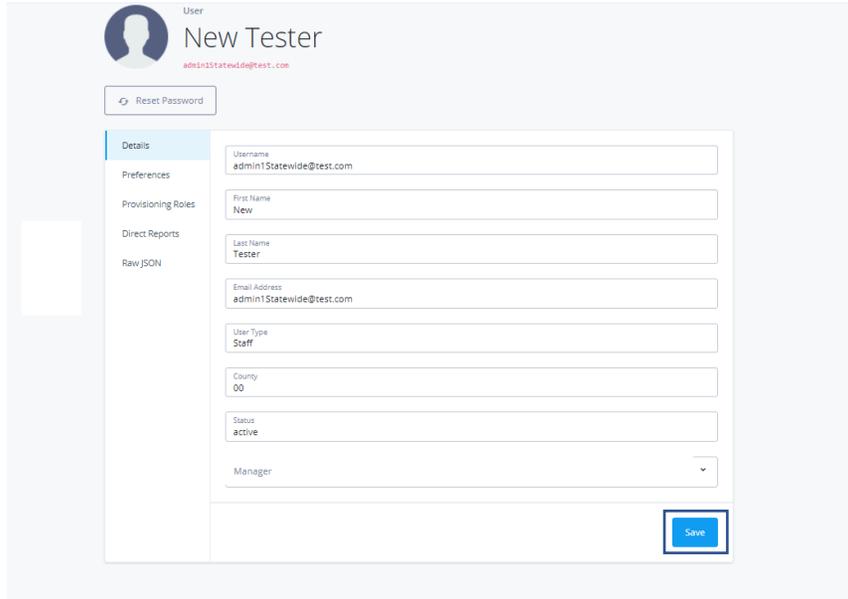
Eligible fields for modification include: first name, last name, staff type, county, status, and manager

1. To modify an existing user, navigate to the user tab and select the pencil next to the user you wish to edit



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2. Modify the details for an existing user within the CalSAWS system, then click save



The screenshot shows the user management interface for a user named 'New Tester'. The user's email is 'admin1Statewide@test.com'. A 'Reset Password' button is visible. The 'Details' tab is selected, showing the following fields:

- Username: admin1Statewide@test.com
- First Name: New
- Last Name: Tester
- Email Address: admin1Statewide@test.com
- User Type: Staff
- County: 00
- Status: active
- Manager: (dropdown menu)

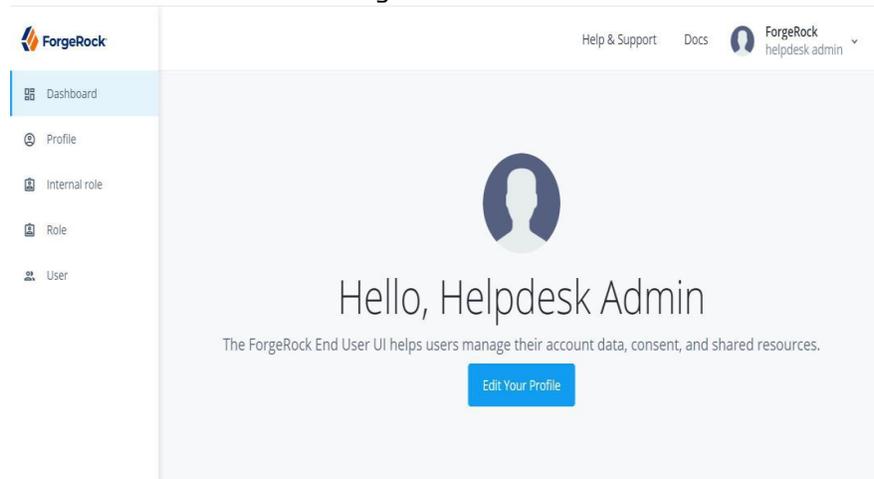
A 'Save' button is located at the bottom right of the form.

*\*Eligible fields for modification include: first name, last name, staff type, county, status, and manager*

### 8.0 Disable Users

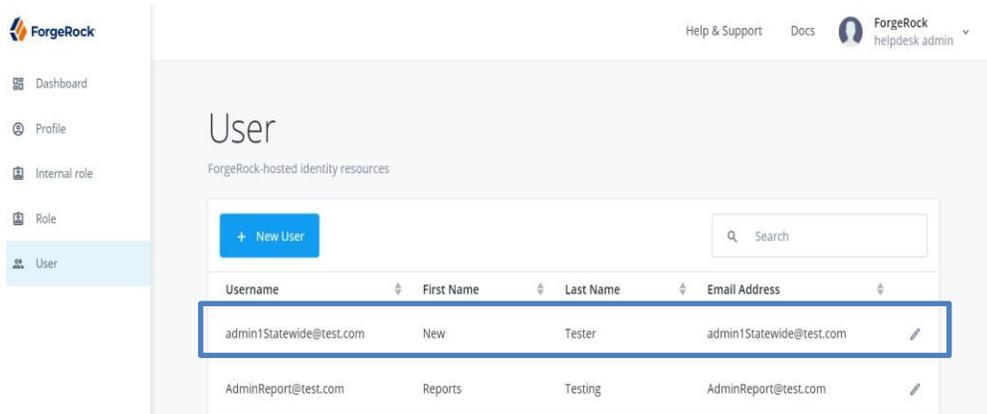
To disable an existing CalSAWS user you will need to edit the user's status from Active to Inactive outlined in the steps below.

1. From the dashboard navigate to the User tab

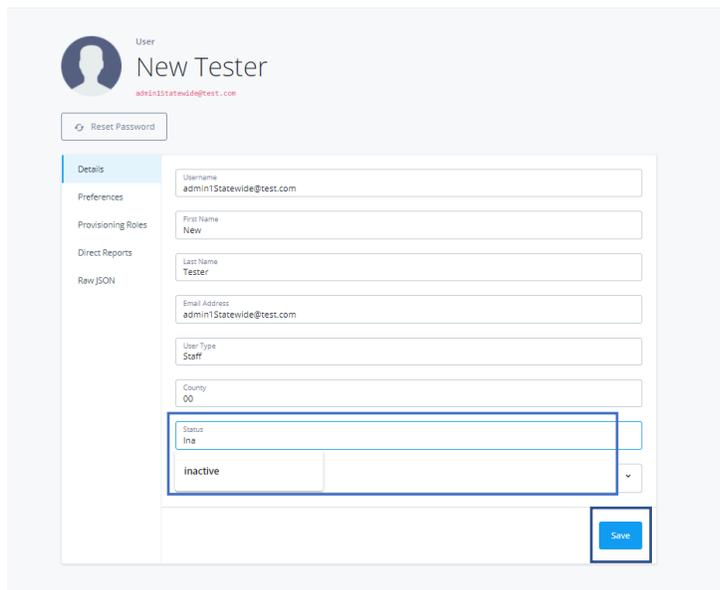


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2. Click on the user who you'd like to disable



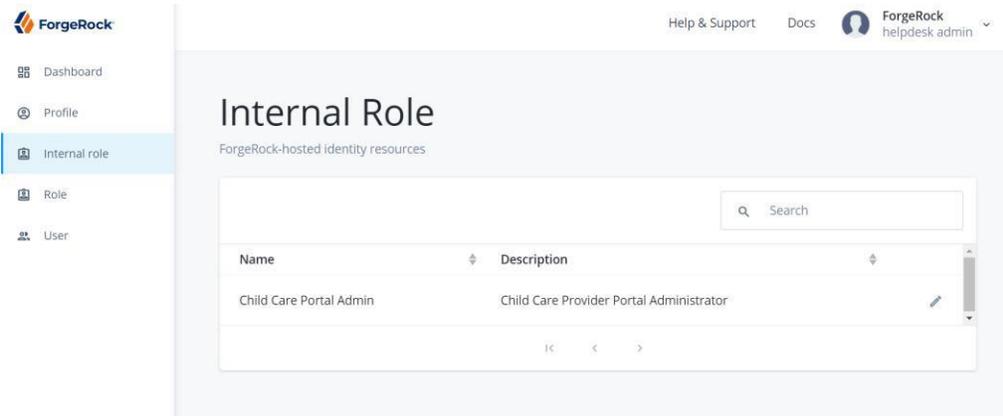
3. Modify the user's status from Active to Inactive and click save to confirm the modification



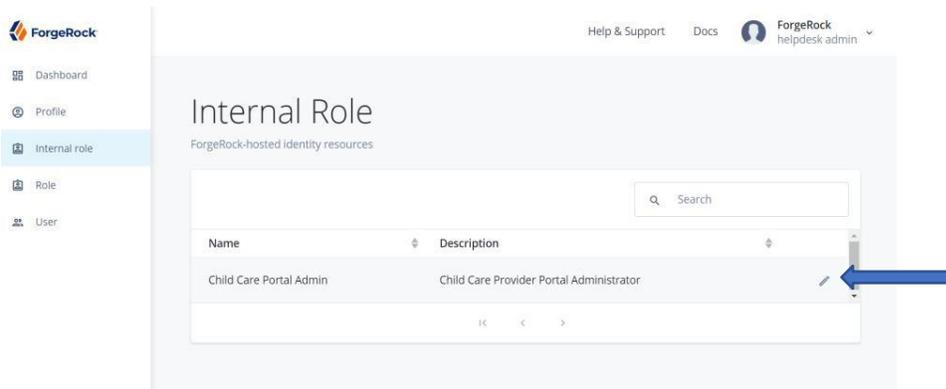
## 9.0 Assign Administrator Role

A Child Care Portal Administrator has the privilege to add other users to the Child Care Portal as Administrators.

1. To add an Administrator, navigate to the Internal Role tab

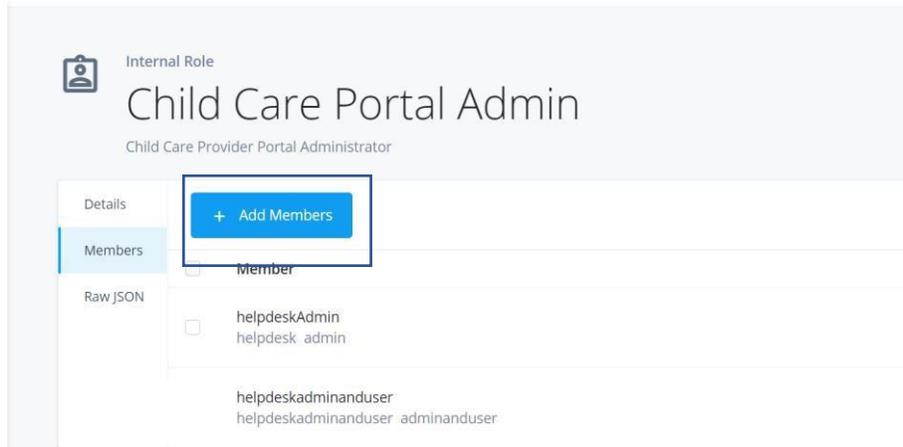


2. Click on the pencil next to the user's name that you wish to make a new Child Care Portal Administrator



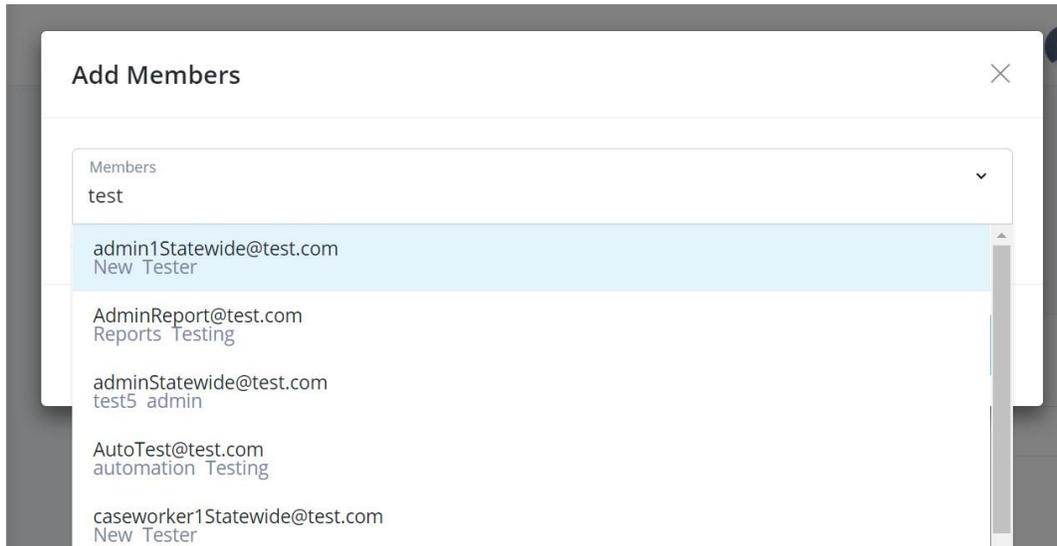
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3. Navigate to Members tab and select Add Members (+ Add Members)

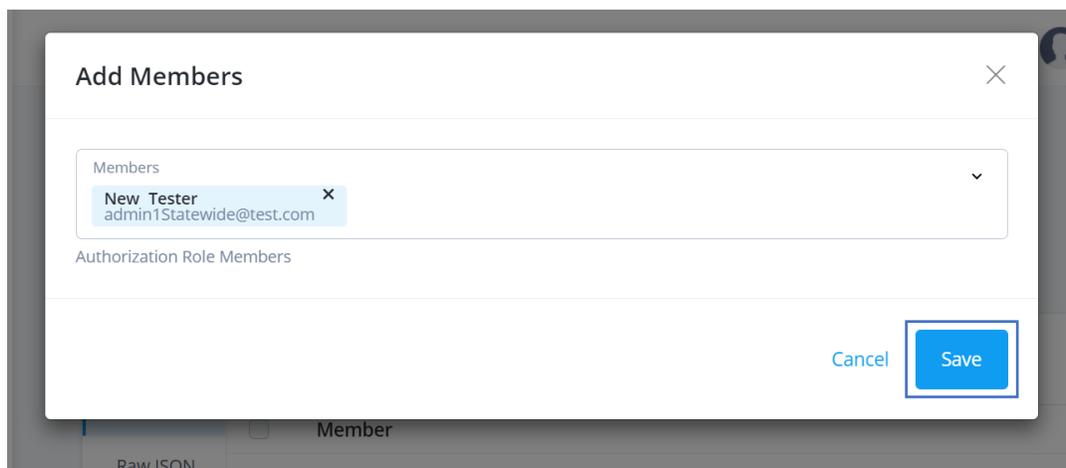


## CalSAWS – California Statewide Automated Welfare System

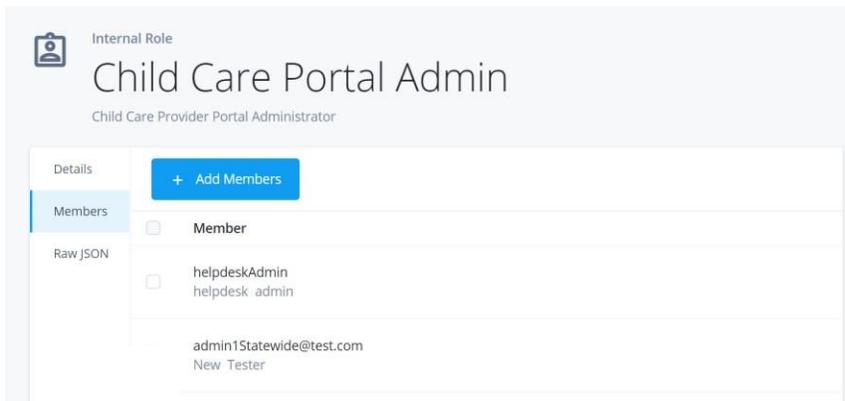
4. Begin typing the name of the user(s) you'd like to add. Only users in your designated county and state-wide users will populate. You can add more than one user.



5. Click on your user(s) of choice once the user's name populates then click Save



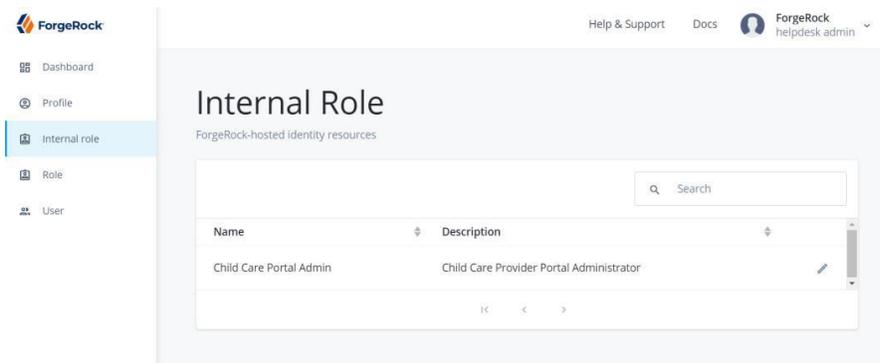
6. The user(s) will now show up in the list of Child Care Portal Admins



## 10.0 Revoke Administrator Role

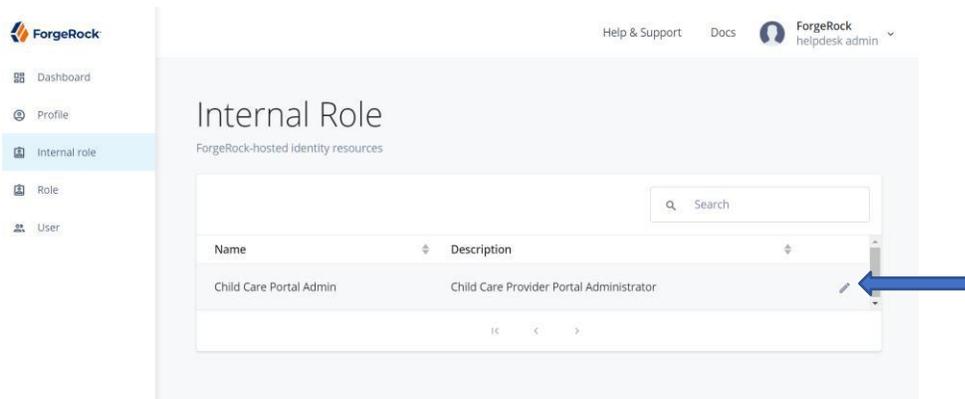
A Child Care Portal Administrator has the privilege to revoke the rights of other Administrators.

1. To revoke an Administrator, navigate to the Internal Role tab

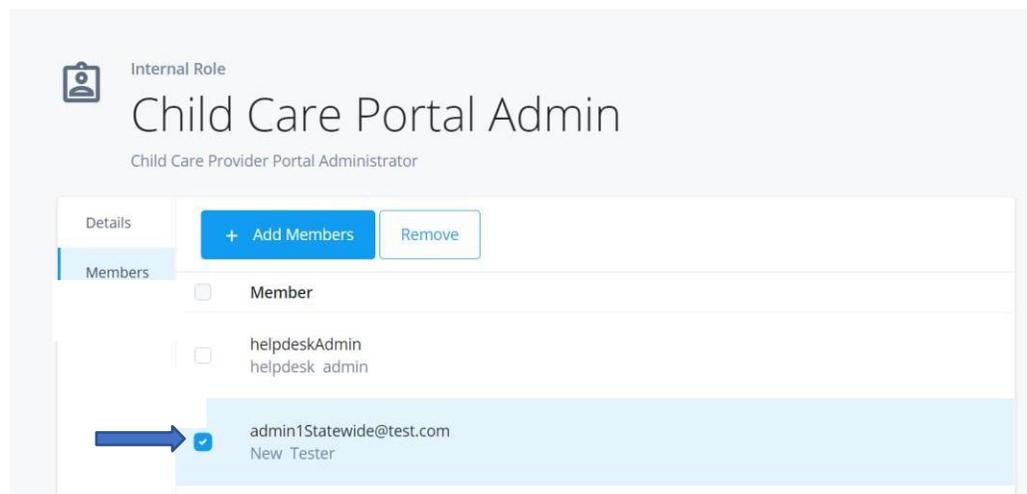


2. Click on the pencil next to Child Care Portal Admin that you'd like to select

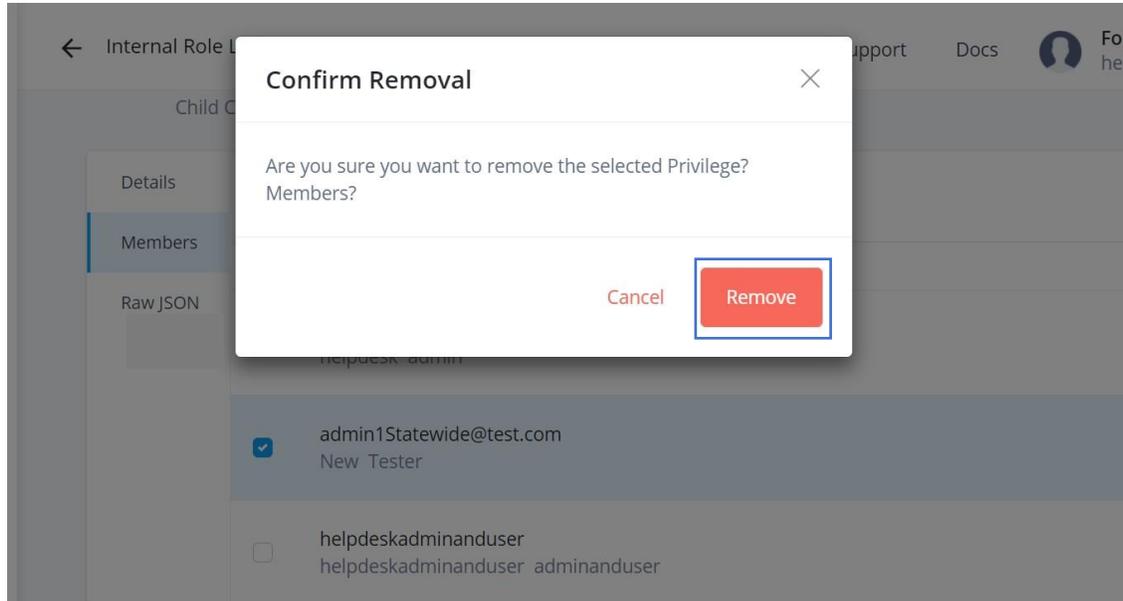
## CalSAWS – California Statewide Automated Welfare System



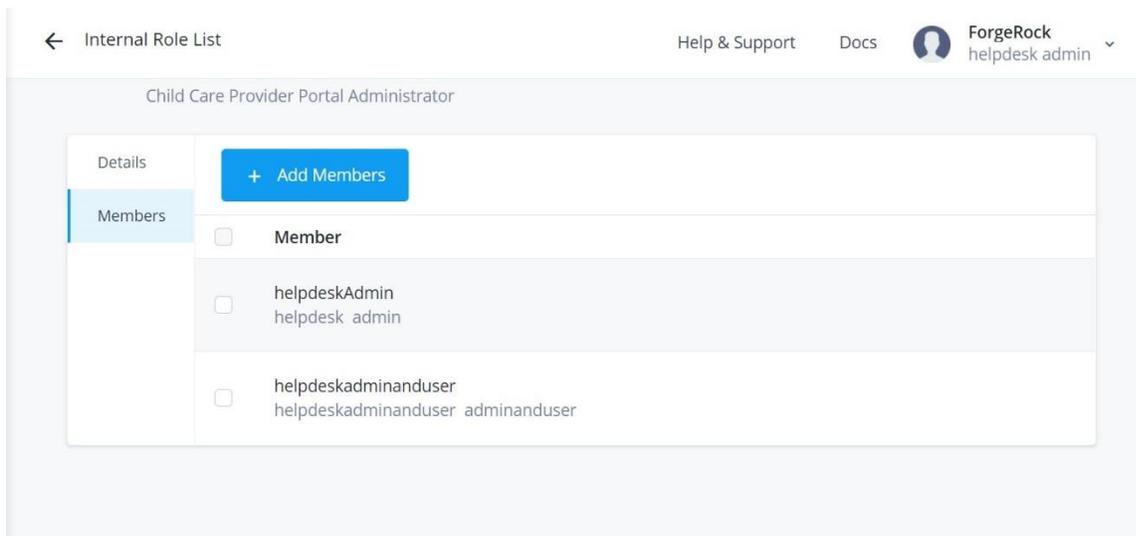
3. Navigate to the Members tab and check the box next to the name of the Administrator whose access you wish to revoke



4. Confirm the revocation of Administrator access for this user by clicking Remove



5. This user no longer shows up in the Member list of Child Care Portal Admins



### 11.0 More Information

For information on navigating the Child Care Administrator Portal please watch the Child Care Administrator Portal Overview video found [here](#).