

☒ CalSAWS DD&I☐ C-IV M&O☐ CalWIN M&O☐ LRS M&E

Distribution Date:	October 20, 2021
To:	PPOC.All; IPOC.All; Consortium.RegionalManagers.All; Consortium.SectionDirectors
CIT Name:	Updated Process for Application Role Assignments-Delegated Administrators
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

- | | |
|---|---|
| <input checked="" type="checkbox"/> General
<input type="checkbox"/> Policy
<input type="checkbox"/> CW
<input type="checkbox"/> CF
<input type="checkbox"/> MC
<input type="checkbox"/> CMSP
<input type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input type="checkbox"/> C4Yourself <input type="checkbox"/> Your Benefits Now!
<input type="checkbox"/> Customer Correspondence
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Security
<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Imaging
<input type="checkbox"/> Migration
<input checked="" type="checkbox"/> Conversion
<input type="checkbox"/> Technical
<input type="checkbox"/> Training
<input checked="" type="checkbox"/> Help Desk |
|---|---|

Description: (Including any step-by-step instructions)	<p>Purpose</p> <p>The purpose of this CIT is to inform Delegated Administrators of the updated process for adding and removing roles for users within your county. Child Care Portal User, CBO Manager, CBO Assistor, and Benefitscal Administrator are the only roles available for adding and removing from the Delegated Administration Portal.</p> <p>Background</p> <p>The CalSAWS Project has created and released a Delegated Administration Portal that allows County Administrator personnel the ability to onboard, offboard, and manage the access of County users. This feature is now live and enabled for designated County Help Desk Administrators. Help Desk Administrators can carry out this function using the Delegated Administration Portal</p> <p style="background-color: black; color: black;">[REDACTED]</p> <p>Delegated Administrators must navigate to the Role tab to add or remove roles from a user (updated steps found in Section 6 of the Delegated Administration</p>
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	<p>Training Guide attached). Currently, the only roles available for assignment are Child Care Portal User, CBO Manager, CBO Assistor, and Benefitscal Administrator.</p> <p>Delegated Administrators will have visibility only over users in their own county. Within this County-level scope, Delegated Administrators will have access to manage users in the enabled roles listed above.</p> <p>Additional Information</p> <p>For more information on how to perform these functions please reference the Delegated Administration User Guide at [REDACTED]</p>
Primary Project Contact: (Name, phone number, email address)	<p>Haikaz "Mike" Tombakian Help Desk IT Manager Tombakianh@CalSAWS.org</p>
Backup Project Contact: (Name, phone number, email address)	<p>Sam Sternberg IAM Manager sternbergs@calsaws.org</p>
Attachments:	<p>CIT 0311-21 Delegated Admin Training Guide Final-21.10 Update.pdf</p>
Web Portal Link:	<p>[REDACTED]</p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 1. Navigate to the [REDACTED] 2. Click on the CRFs & CITs link at the top of the page. 3. Click on the "CalSAWS Information Transmittal (CIT)" folder. 4. Click on the "2021" folder. 5. Click on the appropriate CIT # folder.