

Virginia Department of Behavioral Health and Developmental Services DELTA Security Officer —Quick Reference Card

About DELTA Security Officer

DELTA is the Department of Behavioral Health and Development Services' (DBHDS) single sign-on and security portal. The DELTA Security Officer role is assigned to individuals who are able to verify that users have completed annual HIPAA and any other required security training. DELTA Security Officers approve or deny the accounts that have been requested for their location. Security Officers also help users with password resets, updates, and changes. If a provider's size requires, there may be more than 1 DELTA Security Officer for that provider.

Pending Account Requests

My Account
My Applications
Change Password
Change Security Question
My Information
Change Location
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1. Select **Pending Account Requests** on the **Manage Users** menu.



Pending Account Requests						
	Username	First	Last	Position	Email	Date
Process	IUfc1ce3	Ima	User		ima.deltauser@gmail.com	8/24/2012



2. A list of all new account requests is displayed. Click **Process** next to the Username you wish to process.

Request Summary			
New Account			
Name:	Ima User		
Email:	ima.deltauser@gmail.com		
New Location			
Location:	RAARC_1316075369		
Date Range:	8/24/2012 to No end date.		
Roles			
Action	Application	Related Application	Role
Grant	DELTA		User
Requested By			
Name:	Ima Supervisor		
Email:	ima.deltasupervisor@gmail.com		
Phone Number:			
Approve	Deny	Cancel	



3. Review the Request Summary. Click **Approve** to create the user's account. If **any** part of the request should not be approved, click **Deny**. You will be prompted for a Denial Reason.

Administrative Account Reset

My Account

- My Applications
- Change Password
- Change Security Question
- My Information
- Change Location
- Logout

Manage Users

- Admin Account Reset
- Pending Account Requests

Resources

- Help
- About
- Contact Us
- Privacy Policy

1. Select **Admin Account Request** on the **Manage Users** menu.



Search for a user

Enter at least one search criteria.

Username:

First Name:

Middle Name:

Last Name:

Email Address:

2. To search for the user's account information, enter at least 1 search criteria. Select **Search**.



Search for a user

Enter at least one search criteria.

Username:

First Name:

Middle Name:

Last Name:

Email Address:

3. The results of the search are displayed. Click **Select** next to the Username you wish to reset.

Results

	Username	First Name	Last Name	Phone	City
Select	IUfc1ce3	Ima	User		
Select	MUa48421	MyTest	User		

Select

Select

Administrative Account Reset

User to reset: IUfc1ce3

Name: Ima User

Email: ima.deltauser@gmail.com

Position:

Address:

Phone Number:

Fax Number:

Last Activity: 8/27/2012 12:01:29 PM GMT

4. The user's account information is displayed. Click **Reset Password** and a new password will be created. The user will receive email notification of the new password.

