

Virginia Department of Behavioral Health and Developmental Services Local Administrator—Quick Reference Card

About DELTA Local Administrator

DELTA is the Department of Behavioral Health and Development Services' (DBHDS) single sign-on and security portal. The Local Administrator role is assigned to individuals who are familiar with the DBHDS applications used at their location and the roles for each of those applications. If a provider's size requires, there may be more than 1 Local Administrator for that provider.

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1. Select **Pending Application Requests** on the **Manage Users** menu. If you are the Local Admin for multiple DBHDS applications, you will be asked to select the application you are currently processing requests for.

Pending Application Access Requests				
	Action	User	Application	Roles
Process	Grant	IUfc1ce3	IDOLSTest	CSB Waitlist Approver

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

Request Summary

Account

Name: Ima User
Email: ima.deltauser@gmail.com

Location

Location: RAARC_1316075369
Date Range: 8/24/2012 to No end date.

Roles

Action	Application	Related Application	Role
Grant	IDOLSTest		CSB Waitlist Approver

Requested By

Name: Ima Supervisor
Email: ima.deltasupervisor@gmail.com
Phone Number:

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.