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

About DELTA Supervisor

DELTA is the Department of Behavioral Health and Development Services' (DBHDS) single sign-on and security portal. The DELTA Supervisor role is assigned to individuals who are familiar with the provider's employees and their responsibilities, and how those responsibilities relate to the DBHDS applications. DELTA Supervisors request new accounts and updates to existing accounts for the users at their location. If a provider's size requires, there may be more than 1 DELTA Supervisor for that provider.

My Account
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Change Security Question
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Logout

Manage Users
Account Request Form

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

Search for a user

Enter at least one search criteria.

Username:
First Name:
Middle Name:
Last Name: User
Email Address:

Search   Reset

Results

2. Even when requesting new accounts, you must first search to if a DELTA account already exists for your user. Some users are assigned to more than 1 location and may already have a DELTA account. To search for users, enter at least 1 search criteria and click **Search**.

Search for a user

Enter at least one search criteria.

Username:
First Name:
Middle Name:
Last Name: User
Email Address:

Search   Reset   New User

3. Search results are returned at the bottom of your screen. If your user exists, click **Select** next to the Username and skip to Step 5. If your user is brand new to DELTA, click **New User**.

Results

	Username	First Name	Last Name	Phone	City
Select	MUa48421	MyTest	User		

Account Details

Email: .deltauser@gmail.com
First Name: Ima
Middle Name:
Last Name: User
Position:
Address:
City:
State: Select a state...
Zip Code:
Phone Number: (___) ___-____
Fax Number: (___) ___-____

[Back] [Next] [Cancel]

4. The new user's information must be entered into the system so a new account can be created. At a minimum, the **F**irst and **Last Name** and **Email** are required. However, the rest of the information is helpful when setting up new accounts and tracking users. Once the information is entered, click **Next** to continue processing.

Access Request

Account
Name: Ima User
Global Admin: ☐

RAARC_1316075369
Effective From Date: 8/24/2012
Effective Through Date:
Supervisor: ☐
Security Officer: ☐

IDOLSTest
Data Owner: ☐
Local Admin: ☐
Role Request Type: New
Role: CSB Waitlist Approver

[Back] [Submit] [Cancel]

5. The name and location are listed on the screen. For new accounts, the **Effective From** date defaults to the current date. Leave the **Effective Through** date blank unless the user is terminating with your location or their responsibilities have changed such that they will no longer have access to DELTA or DBHDS applications. **Supervisor** and/or **Security Officer** should be checked only if the user will be performing DLETA Supervisor or DELTA Security Officer tasks. Each application for your site is listed in separate sections. Select the appropriate **Role** for each application the user will be using. Select the **Request Type**. Click **Submit** to process the account request.

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
Grant	IDOLSTest		CSB Waitlist Approver

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

Saved application access request.

[New Account Request] [Finished]

6. A summary screen will be displayed showing the details of the request. If you have other requests to make, click **New Account Request** to continue working. If you are done, click **Finished.**