



Instructions for PARIS Primary Authorizers

If the authorizer needs to create a user account to provide someone with access to the Enrollment or PARIS application:

1. From the "User Management Page", click the link in the 'Create New User' box.
2. Complete all required fields (designated with an asterisk).
 - Make sure that each email address is entered correctly, since this information will be used to notify the individual that their account has been created and with instructions for accessing PARIS.
3. Click the 'Next' button at the bottom of the screen.
4. In the 'Role Assignments' box on the next screen, select "PARIS" from the 'Select Application' dropdown menu.
5. The available roles for the PARIS application will then appear. Click 'Add' next to the roles that you wish to assign to the individual. The roles assigned to the individual will appear in the Assigned Role List.
6. When all roles have been assigned to the individual, click the 'Submit All Changes' button at the bottom of the screen.
7. On the 'User Management' screen, the individual will now appear on the list of users for the public authority. The user status field (on the right side of the listing) will show the status as 'Locked', until the individual logs in to the application and creates a password.

Note: The individual will receive two emails from OSC_Customer_Service@osc.state.ny.us with instructions for completing the enrollment process.

The individual will complete their enrollment by accessing the web page using the link provided in the second email, creating a password, and selecting and answering two 'secret questions'.

If the Authorizer needs to designate someone else as an Authorizer:

Note: this is a good suggestion, to have as a backup authorizer, or if the person who is the primary authorizer leaves the authority.

1. From the "User Management Page", click the link in the 'Create New User' box.
2. Complete all required fields (designated with an asterisk).
 - Make sure that each email address is entered correctly, since this information will be used to notify the individual that their account has been created and with instructions for accessing PARIS.
3. Click the 'Next' button at the bottom of the screen.

4. In the 'Role Assignments' box on the next screen, select "Enrollment" from the 'Select Application' dropdown menu.
5. Click 'Add' next to the 'Authorizer' role.
6. Click the 'Submit All Changes' button at the bottom of the screen.

If the authorizer needs to make changes to a user account that has already been established:

1. From the "User Management" screen, click the 'Modify' link next to the specific individual that you want to revise.
2. Enter all changes, and click the 'Submit' button at the bottom of the screen.
 - If you want to add or change a role for the individual, click the 'Modify Roles' button at the bottom of the screen.
 - To add a role, select the appropriate application from the 'Select Application' dropdown menu, and then select 'Add' for the appropriate role.
 - To remove a role that was assigned to the individual, select the 'Remove' link next to the appropriate role.
 - Click the 'Submit All Changes' button at the bottom of the screen.

If an individual has forgotten their password:

1. Select 'I forgot my password' link.
2. On the next screen, enter your User ID, first name, and last name. You must enter your first and last name exactly as they were created by the primary authorizer. For example, 'Tom' or 'Thomas'.
3. On the next screen, the two 'secret questions' that you selected when you first accessed the application will be listed. Provide your answers to those questions.
4. The next screen will allow you to create a new password.
5. You will then receive an email from OSC_Customer_Service@osc.state.ny.us confirming that your password was changed.

Or

The authorizer for the public authority can have the password reset.

1. From the 'User Management' screen, click the 'Modify' link next to the individual's name.
2. At the bottom of the next screen, click the 'Reset Password' button.
3. The individual will then receive an email from OSC_Customer_Service@osc.state.ny.us with instructions to create a new password.

If an individual's account has been locked from too many incorrect password entries, the authorizer can unlock the account:

Note: This is useful if the person knows their password and does not want to change it, but simply mistyped it.

1. From the 'User Management' screen, click the 'Modify' link next to the individual's name.
2. In the 'Status' field, use the drop-down menu to select 'Active'. The 'Status Reason' field should revise to indicate 'The account is active with a non-expired user ID and password'
3. Make sure that the 'Logon Failure' field indicates '0'.
4. At the bottom of the screen, click the 'Submit All Changes' button.
5. The person should now be able to access the application, using their correct password.

Or, the authorizer can reset the password:

The authorizer for the public authority can have the password reset.

1. From the 'User Management' screen, click the 'Modify' link next to the individual's name.
2. At the bottom of the next screen, click the 'Reset Password' button.
3. The individual will then receive an email from OSC_Customer_Service@osc.state.ny.us with instructions to create a new password.

If an individual has forgotten their user id:

1. Select 'I forgot my user ID' link.
2. On the next screen, enter your first name, last name and email address. You must enter this information exactly as they were created by the primary authorizer. For example, 'Tom' or 'Thomas'.
3. The individual will receive two emails from OSC_Customer_Service@osc.state.ny.us with instructions for completing the enrollment process.

Or

Check with the authorizer for the authority. The authorizer can access the Enrollment application, and identify the user id that was established for the individual.

If an individual has left the authority, or no longer requires access to PARIS as part of their job, and needs their account deleted:

Note: An account cannot be deleted; it can only be made inactive.

1. From the 'User Management' screen, click the 'Modify' link next to the individual's name.
2. If the person is the Primary Authorizer, make sure you de-select the Primary Authorizer check box.
3. Choose 'Locked' from the drop-down menu for the 'Status' field, and select the appropriate reason in the 'Status Reason' field.
4. In the 'Inactive Date' field, enter the effective date that the person no longer worked for the authority, or the date that they no longer required access to PARIS.
5. At the bottom of the screen, click the 'Modify Roles' button, and then click the 'Submit All Changes' button.
6. You will receive a screen asking you to confirm that you want to remove the person as the primary authorizer, and reminding you to designate someone else as the primary authorizer. Choose 'Yes'.