Division of Public and Behavioral Health
Policy

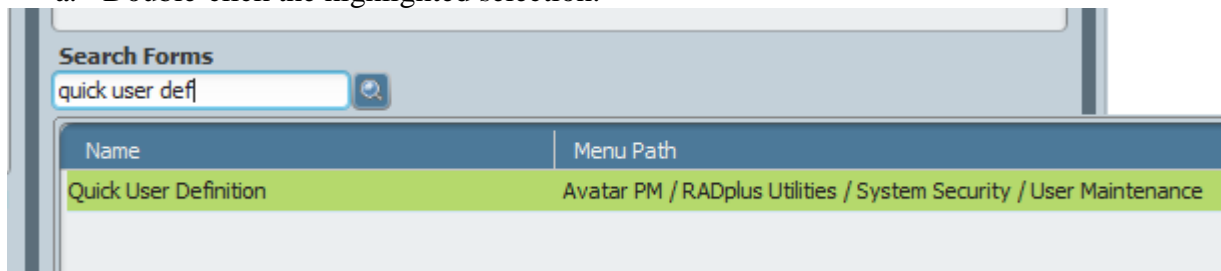| Control #	Rev.	Type	Title	Effective Date	Page
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1.0   Policy

It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA), to collect items including admission and discharge data.

2.0   Procedure

Each facility has at least one "superuser" who is able to perform password resets from a local level. If the local person is unavailable, please contact the SAPTA Avatar HelpDesk.

1. From the **HOME** screen, in the **Search Forms** widget, search for **Quick User Definition.**
   a. Double-click the highlighted selection.
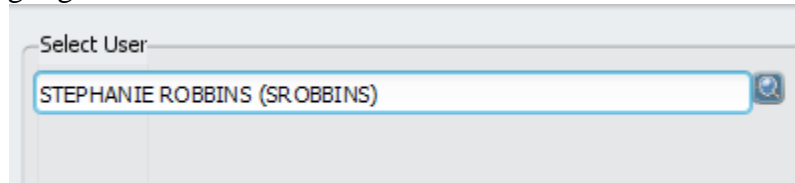

2. The following form will appear.

3. In the **Select User** field, enter in the user's last name.
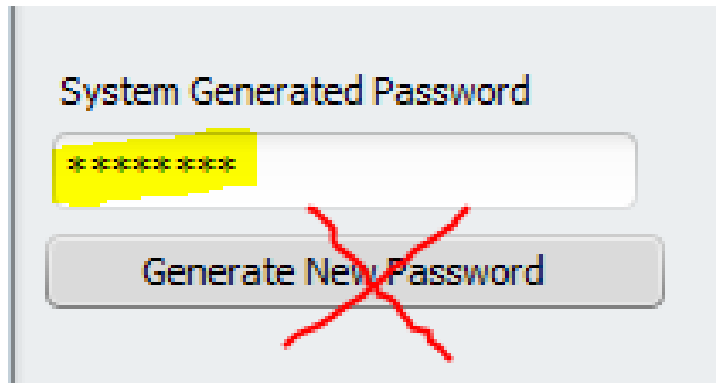
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      a. Double-click the highlighted selection.

4. The form will auto-populate with the corresponding settings related to that user.

5. The **System Generated Password** is the user's password. In order to change it, simply highlight the astericks and type in a new password.
   a. Do NOT use **Generate New Password.** This will generate a random password that may be difficult to transpose to the user.

6. If the user has attempted their password three times or more, the **deactivate user** box will be checked.
   a. Uncheck the box in order to reactivate the user.

7. Due to standardization and other underlying links between the **User Roles,** please do not change these. Contact the SAPTA Avatar HelpDesk for assistance.

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