



How Do I Manage User IDs for Others at My Practice?

For Additional Questions and Answers, visit our [FAQ](#) section

Step 1: Select the Application

Click **Administrator Setup** on the left-hand side menu on the *MyPractice* Page.

- To change your administrator, reset passwords and more, please visit the FAQ link at the top of the MagellanHealth.com/provider page.

Step 2: Create a New User ID

On the *Administrator Setup* screen, select **Continue** under *Add New User*.

Select an **entity name** from the drop-down list.

- You will only see one option in this list unless you are the administrator for several practices.

Select **Go**.

Fill in the required information in all fields.

Select the **application access permissions** desired for this user.

- Hold the <Ctrl> key to select more than one application.

Select a **user type** from the drop-down list.

Select the **MIS and TIN numbers** for this user.

Click on **Add User**.

- The screen will display the username and temporary password for this new user. Please inform the new user of this information so they can sign-in and create a new password.

Step 3: Maintain User IDs

Locate the user's name.

Click **Edit** to the right of the user's name.

- To add or remove a user's permission to access an application, hold the <Ctrl> key while selecting the application you wish to add or remove.

Select **Save Changes**.

Step 4: Disable User IDs

Locate the user's name.

Click **Edit** to the right of the user's name.

Select **None** in the *Applications Permissions* box.