

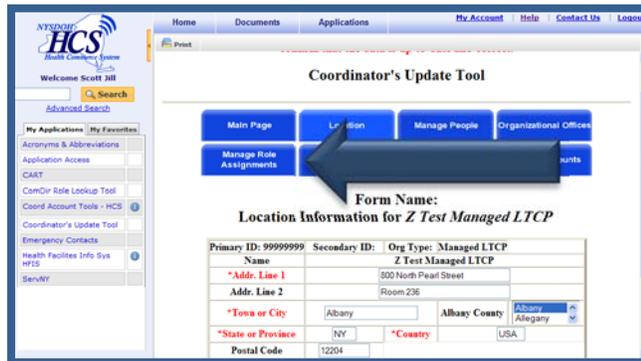
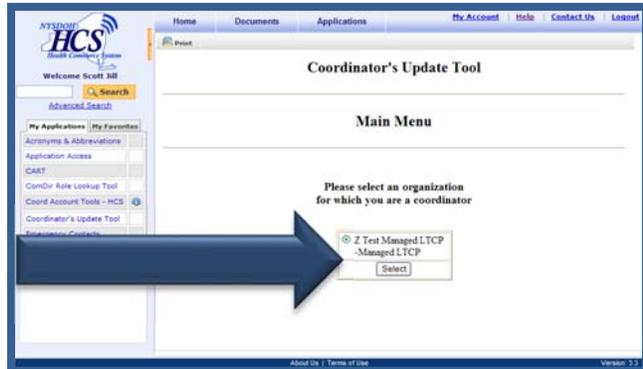
## Assigning MAPP Roles

The following procedure will assign MAPP roles to users in an organization. You must be an **HCS Coordinator** or you will not have access to the tool used in the following procedure.

- Click on the Coordinator's Update Tool in My Applications.
- Choose the organization that you wish to manage and then click on the "select" button.

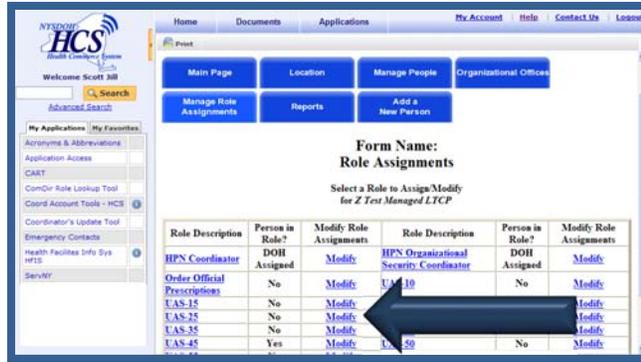
**Note:** You may be the HCS Coordinator for multiple organizations in the HCS. If this is the case, be sure you select the correct organization before assigning MAPP roles. Assigning a MAPP role to the wrong organization will impact staff access to case files and compromise your organization's reporting ability.

- Click on the "Manage Role Assignment" tab.  
A list of roles will display.



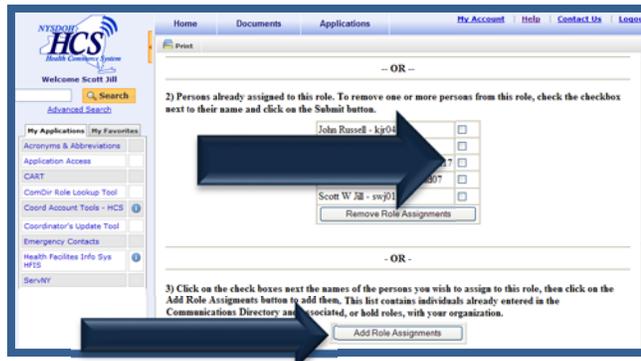
- Click “Modify” next to the role you want to assign to a user.

The Role Information for the selected role will be displayed.



- Check the box next to each user to whom you want to assign the selected MAPP role, and then click on “Add Role Assignment.”

**Note:** Before assigning a MAPP role, you must ensure that the access and authority granted for the role is consistent and appropriate for the staff person.



If the user to whom you want to assign the role is not on the list (presented above), use the search box to find them in the directory. Once the list of names is displayed, highlight the name of the person you would like to add to the role and click on “Add Role Assignments.”

When the list of users is displayed, accounts that are not active have an NA after them. Do not assign roles to these accounts.

If the user to whom you want to assign the role is not on the list, the user does not have a HCS account. You must create an account for them before they can be assigned to a MAPP role.

