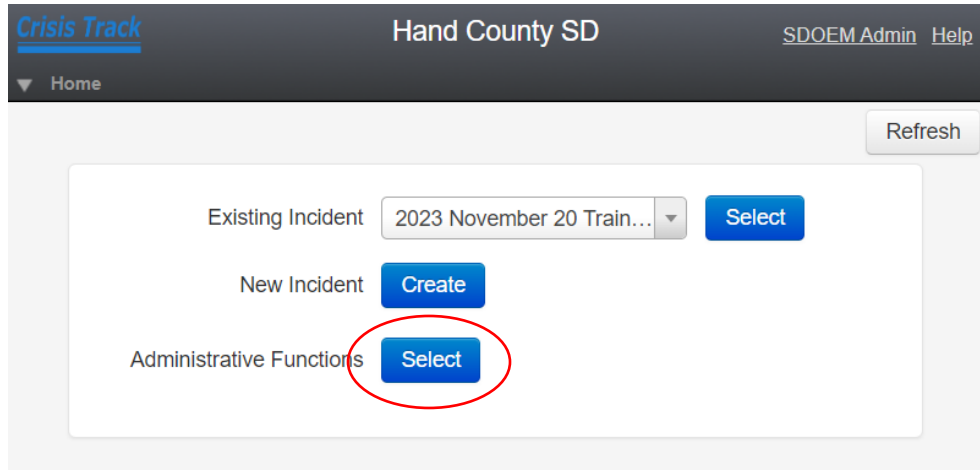


Crisis Track: Adding Jurisdictional Administrators

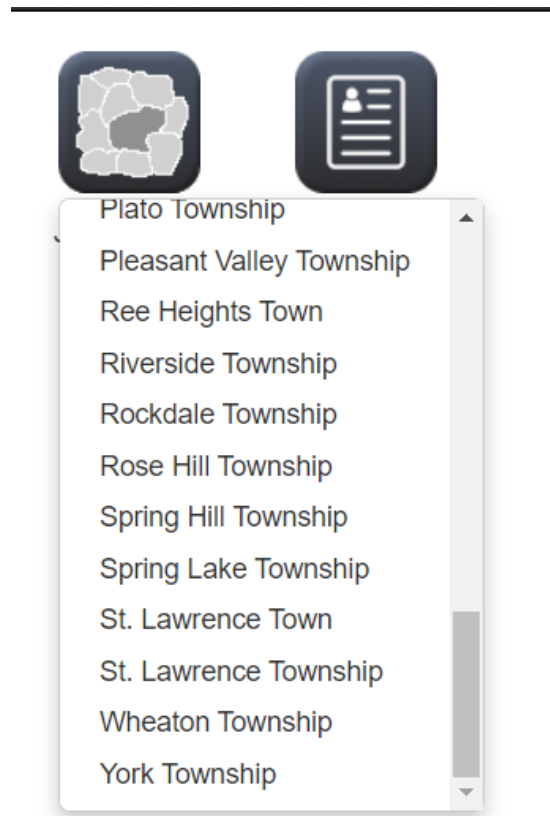
1. Log in to your Crisis Track account and click on the blue Select button next to the Administrative Functions option on your home page:



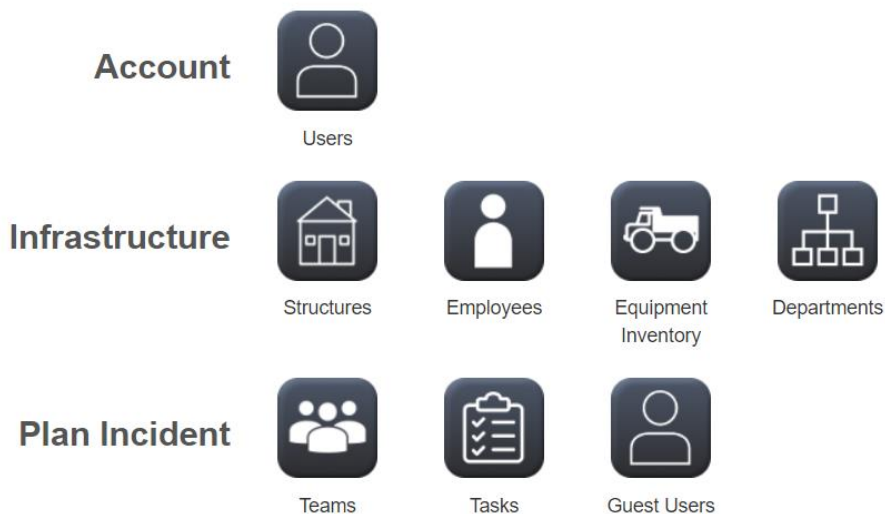
2. On the next screen, click on the Jurisdictions drop down located in the top row of the Account functions:



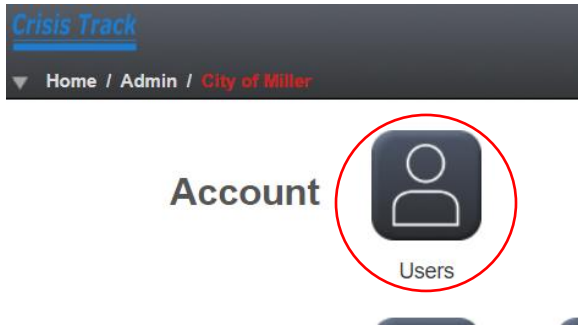
3. Choose the jurisdiction that you wish to add an administrator to from the drop down list.



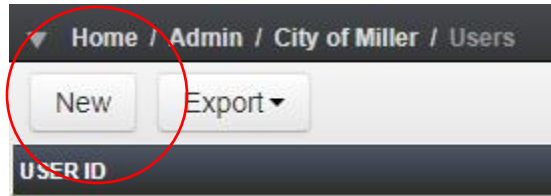
4. You should then see the admin functions page for that jurisdiction, and the name of the jurisdiction should be listed at the top of the page under your county:



5. Click on the User box to the right of Account:



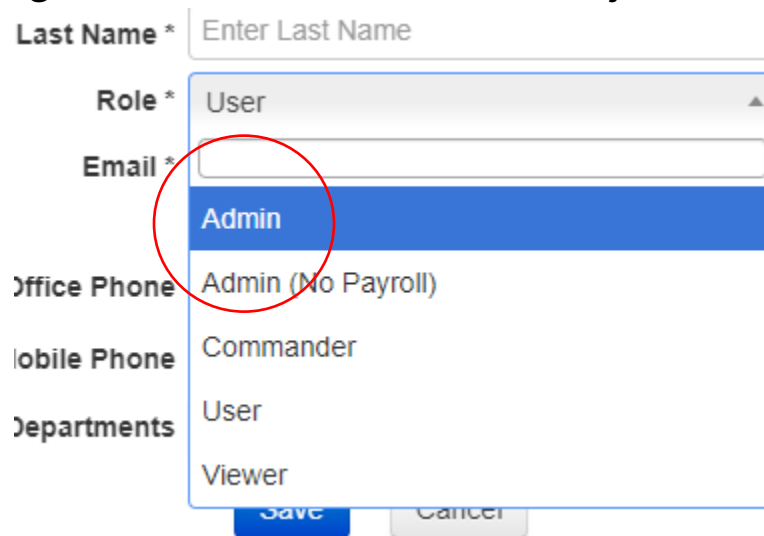
6. Click on the New button in the upper left of the next screen:



7. Fill in all the fields with an asterisk, and at least one of the phone number fields in the popup window:

A screenshot of a popup window titled "Edit User" with a close button (X) in the top right corner. The window contains several form fields, all of which are marked with an asterisk (*) to indicate they are required. The fields are: "Employee" (with a "New" button), "User ID", "First Name", "Last Name", "Role" (a dropdown menu currently showing "User"), "Email", "Office Phone", and "Home/Mobile Phone". There is also an unchecked checkbox labeled "Enable Juvare Login Services for this user" and a "Departments" section with an "Add" button. At the bottom of the form are "Save" and "Cancel" buttons.

- The User ID field must be the e-mail address that the person used to create an account on mySD. This e-mail address will be entered twice; once in the User ID field and once in the e-mail field.
- The User ID cannot be edited once it has been saved. If you make a mistake when entering the User ID, someone from Crisis Track will have to be contacted to correct it.
- In the Role field, make sure you select the Admin role from the drop down if you are adding the initial administrator to this jurisdiction:



The image shows a web form for creating a user. The fields are: Last Name * (text input with placeholder 'Enter Last Name'), Role * (dropdown menu), Email * (text input), Office Phone (text input), Mobile Phone (text input), and Departments (text input). The Role dropdown menu is open, showing options: User, Admin (highlighted in blue), Admin (No Payroll), Commander, User, and Viewer. A red circle highlights the 'Admin' option. Below the form are 'Save' and 'Cancel' buttons.

- Once you have entered all the required information, click the blue Save button.
- The new administrator will then show up on the list of users for this jurisdiction, and they should be able to log in and add more admins or users.

For more information, please contact the SD OEM Public Assistance team at 605-773-3231, or visit us online at <https://dps.sd.gov/emergency-services/emergency-management/recovery/public-assistance>