

Request to Create or Reactivate a Local Administrator (DSU/RA) Account

CANVaS 2.0

CANVaS 2.0 is the online software for the Virginia Child and Adolescent Needs and Strengths (CANS) assessment. CANS is required for all children and youth receiving services funded through the Children's Services Act (CSA) and all children in foster care. Users are required to read and acknowledge acceptance of the requirements of the online user agreement.

To create a Local Administrator account, please complete this form and submit the required information, along with a copy of your current CANS certification, to Carol Wilson in the Office of Children's Services at carol.wilson@csa.virginia.gov or contact her at (804) 662-9817. Local Administrators are often referred to as Designated Super Users/Report Administrators (DSU/RAs).

REQUIRED INFORMATION

Name _____

Job Title _____

Agency _____

E-mail Address _____

Phone Number _____

User's Signature _____

Requested User Name _____

Location(s) for which access is needed _____

Signature of Supervisor _____

**Required: Supervisor's signature confirms that requesting user needs access to carry out his or her job responsibilities.*

Printed Name of Supervisor _____

Attach a copy of current CANS certification.

Submit to Carol Wilson, Office of Children's Services at carol.wilson@csa.virginia.gov

Your State Administrator will create an account for you which will generate an e-mail being sent to you with a temporary password. Upon your first log-in to the system, you will be asked to create a secret question and answer as well as a new password. Passwords must be updated every ninety days. For other access issues, you may contact the CANVaS Help Desk at 1-877-727-8329 or by e-mail at canvas@rcrtechnology.com (Do not e-mail child specific information.)

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Office of Children's Services